

က-၁၆၁၃၊ ရဲစူးကြီး ခေါ်ဝေါ်  
ညွှန်ကြားရေးမှူး (ဝိဇ္ဇာ/ဝေဟန)၊  
မြန်မာနိုင်ငံတော်ရှိ ရဲအမှုစိုက်

—THE  
**BURMA POLICE MANUAL**

**VOLUME IV**

**FIFTH EDITION**

**(REPRINT-1951)**

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**RANGOON**  
**SUPDT., GOVT. PRINTING AND STATIONERY, BURMA**  
**1953**

# A.—APPENDICES.

Instead of embodying the following orders in Volume I of the Manual it has been thought best to reproduce them as Appendices:—

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## APPENDIX A-1.

### DUNE REGULATIONS.

(Will be inserted by Correction List.)



## APPENDIX A-II.

PROCEDURE IN CASES OF CIVIL OFFENCES COMMITTED BY  
PERSONS SUBJECT TO MILITARY LAW.*Court-martial.*

When a person subject to the Army Act commits an offence under conditions precluding trial by Court-martial, or an offence of grave nature, which could equally be tried by a Court-martial or a Civil Court against the persons or the property of an individual unconnected with the Army, his Officer Commanding shall at once inform the nearest Magistrate, and, under the orders of the General Officer Commanding the Forces in Burma, the offender shall, for an offence of the former class, and will ordinarily for an offence of the latter class, be handed over to the Civil Power for trial.

*Inquests.*

Immediate information shall be given to the Police of the death of any person, subject to the Army Act or Burma Army Act or of any member of his family by suicide, violence, accident, or under suspicious circumstances. The Officer Commanding on the spot shall, except as provided for in section 134 (3), Army Act, only convene a court of inquest where the death occurs at a place out of Burma for which no Criminal Court has been constituted by the Governor. The procedure of such courts of inquests shall follow the rules laid down in the Army Act 'Rules of Procedure.'

*Persons subject to the Burma Army Act.*

1. An offence committed against the person or property of a civilian cannot as a rule be tried by court-martial.

2. Offences under the Burma Army Act, sections 27 (d), 35(a), (b), 39(b), (d), and 41, as well as most offences under section 1, can be tried by a court-martial or a civil court.

3. The procedure in a case where there is dual jurisdiction is laid down in the Burma Army Act—sections 69 and 70; the "prescribed military authority" being the General Officer Commanding the Forces in Burma.

If the offender is in 

Military Civil	custody the	<u>Officer Commanding the Corps</u> <u>Magistrate</u>
-------------------	-------------	--

 will take steps to request the prescribed military authority to decide before which court proceedings shall be instituted; but in these cases falling under Burma Army Act, section 41, in which death has resulted, the decision shall rest with the General Officer Commanding the Forces in Burma.

4. For offences under paragraph 2 it is usually advisable to try the offender by court-martial; where, however, the offence is a theft of Government property in which civilians may be implicated, it may be expedient to have recourse to a civil court.



## APPENDIX A-III.

## GENERAL RULES FOR JAIL ALARMS

1. In accordance with paragraph 341, Burma Jail Manual, the Superintendent of Police and the Superintendent of the Jail will draw up a detailed plan of action to suit the circumstances of each Jail. At the headquarters of battalions the Commandant must be consulted with regard to these plans.

2. The Superintendent of Police will arrange to have a sufficiency of torches kept in readiness in the police lines for issue to the Civil Police in the event of the Jail alarm taking place at night.

3. The responsibility of communicating Jail alarms to the Civil and Union Military Police rests with the Jail authorities. There shall be a pre-arranged signal, agreed to both by the police and Jail authorities, by which to notify to the police an alarm parade or the occurrence of an outbreak in the Jail. The nature of the signal will depend on local conditions, such as the distance of the police lines from the Jail, the existence of telephone communication, and so on. It should be one which will attract immediate attention in both the Civil and Union Military Police lines.

4. On receipt of the Jail alarm at the police lines, every available man of both the Civil and Union Military Police will at once fall in. The Union Military Police will be armed with rifles and bayonets, and will carry ten rounds of buckshot and ten rounds of ball ammunition per man; the Civil Police will be armed with dols, and will have torches served out to them if the alarm takes place at night.

After issue of the arms and ammunition (and torches, if necessary) both bodies of police will double down to the Jail.

NOTE.—The men will fall in promptly in whatever clothing they may happen to be in at the time of the alarm.

5. On arrival at the Jail, the men will extend so as to completely surround the Jail. A party of Union Military Police under a non-Gazetted officer will be posted at the main Jail entrance, so that they may be able to render prompt assistance to the Superintendent of the Jail, if called on to do so within the Jail enclosure.

6. In exercise of the powers conferred by section 59 of the Prisons Act, 1894 (IX of 1894), and with the previous sanction of the President, and in supersession of Judicial Department Notification No. 27, dated the 6th July 1908, the following rules have been framed by Government under clause (6) of that section, to regulate in Burma the use by police officers or soldiers, who are called to the assistance of prison officers, of arms against any prisoner or body of prisoners in the case of an outbreak or attempt to escape :—

(i) Any police officer or soldier may use a sword, bayonet, fire-arm or any other weapon against any prisoner escaping or attempting to escape, provided that resort shall not be had to the use of any such weapon unless such officer has reasonable ground to believe that he cannot otherwise prevent the escape.

(ii) Any police officer or soldier may use a sword, bayonet, fire-arm or any other weapon on any person engaged in any combined



outbreak or in any attempt to force or break open the outer gate or enclosure wall of the prison, and may continue to use such weapon so long as such combined outbreak or attempt is being actually prosecuted.

(iii) Any police officer or soldier may use a sword, bayonet, fire-arm or any other weapons against any prisoner using violence to any officer of the prison or other person, provided that such police officer or soldier has reasonable ground to believe that the officer of the prison or other person is in danger to life or limb, or that other grievous hurt is likely to be caused to him.

(iv) Before using fire-arms against a prisoner under the authority conveyed in rule (i) of these rules, the police officer or soldier shall give a warning to the prisoner that he is about to fire on him.

(v) No police officer or soldier shall, in the presence of his superior officer, use arms of any sort against a prisoner in the case of an outbreak or attempt to escape, except under the orders of such superior officer.

(vi) Nothing in these rules shall be deemed to deprive police officers or soldiers of any power which they may exercise under any other law.

(vii) In these rules the expression "soldier" shall apply to every person subject to the Army Act, or to the Burma Army Act, 1911.

7. A copy of these general orders and rules, together with a copy of the detailed plan or arrangements drawn up by the Superintendents of Police and Jails, in English, Burmese, Urdu, Gurmukhi and Hindi, will be hung up in Civil Police Stations and Military Police Headquarters and all Civil and Military Police Officers must satisfy themselves that all ranks are made fully acquainted with them.

#### APPENDIX A-IV.

##### ORDERS RESPECTING THE ACQUISITION AND ALIENATION OF IMMOVABLE PROPERTY BY POLICE OFFICERS.

*Government of Burma Appointment Department "G" Circular No. 35 of 1930, dated Rangoon, the 12th July 1930.*

The following revised rules relating to the annual return of land held by or on behalf of officials are published for the information of all officers concerned.

General Department Circular No. 37 of 1923 and Appointment Department "G" Circular No. 30, dated the 6th September 1926, are hereby superseded.

##### Rules.

1. These rules apply to all officers in superior service (as defined in Article 396 of the Civil Service Regulations) whether gazetted or otherwise, and particulars are required not only of land held by such officers themselves, but of land held by, or managed by, wives of such officers or other members of their families living with and in any way dependent on them. The rules do not apply to village headmen. The rules apply to revenue surveyors and to apprentices for posts in superior service.

2. These rules apply to lands whatever the tenure may be and do not exclude the case of land held for an officer's own residence.



3. Every permanent acquisition or alienation of land, by purchase, sale, succession or otherwise, must be reported.

4. Temporary alienations by lease, mortgage or otherwise, need not be reported. Temporary acquisitions by lease, mortgage or otherwise should be reported.

5. The report shall be signed by the officer concerned on the 1st January of each year and submitted so as to reach the officer who has the custody of his personal file (or confidential roll) or service-book on or before the 1st March.

6. Report shall be made by the acquiring or alienating officer in the form of which a copy is appended to these rules, in duplicate, or, in cases where more than one copy of the officer's personal file (or confidential roll) is maintained, in triplicate, quadruplicate, etc., according as two, three, etc., copies are maintained.

7. The report shall be made by the reporting officer through the head of his office to the officer who has custody of his personal file (or confidential roll) or service-book.

8. The head of the office on receiving the report shall retain one copy for verification of the accuracy of the report, and immediately forward the remaining copy or copies through the ordinary channel to the senior officer who has charge of the service-book or personal file (or confidential roll) of the officer concerned. The latter shall file the report or one copy of the report in the officer's personal file as explained in paragraph 9 below and, if he does not control the posting and transfer of the reporting officer, forward a copy of the report to the officer who has custody of the officer's personal file (or confidential roll) or service book who also controls the posting and transfer of that officer, who shall again file the report in the officer's personal file as explained in paragraph 9.

9. The reports in question shall be filed in the officer's personal file (or confidential roll) and where no personal file is maintained for the officer, as in cases where service-books only are kept up, personal files shall be opened as required in which these reports shall be filed. All personal files should contain a sheet for an abstract of the reports showing the district, township, area of lands reported to have been alienated or acquired by the officer and page number of the complete report in the file.

10. The submission of the reports must not be delayed for verification which shall take place in due course after the reports have been submitted. The verification reports when completed shall be submitted to the officers to whom the previous reports have already been submitted and shall be treated in the offices of the latter officers as ordinary correspondence and filed as such.

11. Each report should relate to land acquired since the previous report was sent in and each report shall contain a statement that all the other lands held has already been reported to Government.

12. When any officer is transferred, the reports concerning his landed holdings shall be sent to the new district departmental officer.

13. The files of reports should be examined by Inspecting Officers.

14. Every officer to whom these rules apply shall on his first appointment to Government service submit a report of land concerning which a report is required under Rules 1 to 5.



15. The attention of all officers is drawn to General Department "G" Circular No. 20 of 1928, dated the 15th June 1928, relating to the substitution made by the Secretary of State in Council for the existing Rule 10 of the Government Servants' Conduct Rules of a rule which runs as follows:—

"10. (1) A Government servant who is not domiciled in Asia shall not, save in good faith for the purpose of residence, directly or indirectly hold or acquire any immovable property—

(a) within the province in which he is employed or within any province with the administration of which he is concerned or within the territories of any Prince or Chief in India within whose territories he is employed or;

(b) save with the previous sanction of the Local Government under which he is serving, within any other province; or

(c) save with the previous sanction of the Governor-General in Council, within the territories of any Prince or Chief in India;

(2) A Government servant who is domiciled in Asia shall not, save in good faith for the purpose of residence, acquire any immovable property in India by purchase or gift without the previous sanction of the Local Government under which he is serving or of a head of a department specially empowered by the Local Government in this behalf."

By order,

I. G. LLOYD.

Chief Secretary to the Govt. of Burma,  
Home and Political Department.

Statement of Landed Property acquired alienated by.....

during the year 19.....

- |   |  |
|---|--|
|   | (a) District.....  |
|   | (b) Township.....  |
|   | (c) { Kwin No. and Name.....                                     |
|   | Block No. in town.....   |
| 1. Locality and description of the landed property acquired or alienated.   | (d) Holding No. in }<br>map of year } .....                      |
|   | (e) Area in acres.....   |
|   | (f) Kind of land, e.g., paddy land, garden land, house site..... |
| 2. Value of land including statement of land revenue or Municipal tax on land and building or rental value, if any. | .....  |



3. Manner of acquisition or alienation by purchase, gift, inheritance, lease, mortgage or otherwise
4. Date of acquisition or alienation
5. Number and date of Registered Deed, if any, and office of registration

I do hereby certify that all the landed property previously acquired or alienated by me, or by my wife, or by any other member of my family living with me or in any way dependent on me has already been reported to Government.

Signature of Officer

Designation

Headquarters

Dated at

This 19

**NOTE.**—In the preparation of the statement the instructions contained in Appointment Department Circular No. 35 of 1930 should be observed.

In the above statement should be shown all landed property acquired or alienated not only by the officer signing the statement but also by his wife or any member of his family living with or in any way dependent on him. If the landed property shown in the statement has been acquired or alienated by a person other than the officer himself the name of the person who acquired or alienated the property should be entered in the heading of the statement, together with his or her relationship to the officer signing the statement, his or her place of residence and the name of the district in which he or she resides.

If no landed property has been acquired or alienated by the officer, or his wife, or any member of his family living with or in any way dependent on him, the certificate on the reverse of this statement should be filed in, signed and submitted in lieu of the above statement.

#### CERTIFICATE

I do hereby certify that all the landed property acquired or alienated by me, or by my wife, or by any other member of my family living with me or in any way dependent on me has previously been reported to Government and that no landed property was acquired or alienated by me or by my wife, or by any other member of my family living with or in any way dependent on me during the year 19

Signature

Designation

Headquarters

Dated at

This 19



INSPECTOR-GENERAL OF POLICE CIRCULAR ORDER No. 15-34. 76  
DATED RAHOON, THE 21ST DECEMBER 1955.

SUBJECT—*Report by Government Servants of Acquisition or Dimensions of Land*

1. The attention of all District Superintendents of Police, Battalion Commandants, etc., is invited to Local Government & Appointment Department "G" Circular No. 35 of 1930 on the above intitled subject.

2. The following instructions are issued in the matter—

(i) Bank reports are not required and need not be submitted but all officers in a police service (civil or other) must report permanently acquired land (not less than 10, 15, or 20 acres by law) of land in the name of the police or in the name of any of them year to the authority mentioned in Rule 7 and determine in columns of the table in clause 5 below who should benefit from the purchase land shown in Rules 8 and 9.

(ii) All reports should be carefully verified before they are finally accepted and recorded as directed in Rule 10.

(iii) The Government in Police Department letter No. 780-13, dated the 21st November 1951 to the address of the Inspector General of Police, Barua, have ruled that their orders of the 17th April 1949, which are published under Memorandum No. 45, dated the 3rd May 1949 in Part II of the Barua Police Circular dated the 3rd May 1949, whereby Constables in the Frontier Police Force were exempted from the operations of the orders requiring officers in the superior service to make a declaration of interest in any land they possess, should not be superseded by the present Circular but have enjoined that the orders in paragraph 2 of the 1949 letter should be strictly observed. Constables are thus exempt from the necessity of making declarations of interest and reports thereon, however, on the part of any such to acquire land should be closely watched and the circumstances of purchase of land by them if and when made should be carefully investigated.

(iv) The orders in Rule 6 regarding the submission of reports in duplicate, triplicate or quadruplicate should be continued with and the provisions and Rules 7, 8 and 9 as to the recording of reports in the confidential or the private nature of the reports should be very carefully watched and observed. The verification reports referred to in Rule 10 should show the submission of the original report as early as possible but in cases in which verification is possible without delaying the principal submission of the original report the original report only need be submitted. In such cases there is no need to mention in the further report referred to in Rule 10. All reports should be verified and recorded in the original and duplicate. In a case of quadruplicate, as the case may be, and when verification is possible a memorandum should be entered in the report how many times and from whom it should be checked and recorded. For all reports of acquisition or dimensions of land, necessary and should not accompany the report a copy of the report should be submitted.

(v) Reports concerning Civil Police Officers will be submitted to the Inspector General of Police, Barua, and those relating to Military Police Officers to the Deputy Inspector-General of Military

**Police, Burma.** To save confusion and error in the submission of reports, channel of submission is given for the information and guidance of all officers.

No.	Designation of Officer submitting report.	Channel of submission of original report.	Channel of submission of duplicate copy of report and office to which should verify report.	Authority to whom original and duplicate reports to be submitted and finally dealt with.
(1)	(2)	(3)	(4)	(5)
1	(a) Deputy Inspector General of Police, Civil and Military. (b) Superintendent of Police, Supplies, Burma.	—	—	Assistant Inspector-General of Police who will verify and file the reports.
2	(a) Principal, Provincial Police Training School, Mandalay. (b) District Superintendents of Police. (c) Assistant Superintendents of Police. (d) Deputy Superintendents of Police. (e) Inspectors of Police. (f) Sergeants of Police.	District Superintendent of Police.	District Superintendents of Police who will verify and file the reports.	Assistant Inspector-General of Police.
3	(a) Sub-Inspectors of Police. (b) Station Writers. (c) Head Constables. (d) Clerks in District Superintendents of Police's Offices. (e) Clerks in Subdivisional Police Officers' Offices. (f) Cadet Sub-Inspectors and Clerks in Provincial Police Training School.	Subdivisional Police Officers.	Subdivisional Police Officers.	District Superintendent of Police, who will verify and file the reports. District Superintendent of Police. Principal, Provincial Police Training School, who will verify and file the reports.
4	(a) Battalion Commandants, Assistant Commandants. (b) Naib-Commandants. (c) Clerks in Deputy Inspector-General or Military Police's Office.	Battalion Commandants.	Battalion Commandants.	Deputy Inspector-General or Union Military Police, who will verify and file the reports. Deputy Inspector-General of Union Military Police. Deputy Inspector-General of Union Military Police, who will verify and file the reports.



No.	Designation of Officer submitting report.	Channel of submission of original report.	Channel of submission of duplicate copy of report and officer who should verify report.	Authority to whom original and duplicate reports to be submitted and finally dealt with.
(1)	(2)	(3)	(4)	(5)
5	(a) Subedar-Majors (b) Subedars (c) Jemadars (d) Havildars (e) Sepoys (f) Armourers (g) Clerks in Battalion Commandants' Offices.	...	...	Battalion Commandant who will verify and file the reports.
6	(a) Clerks in Deputy Inspectors-General's Offices Civil.	...	...	Deputy Inspector General of Police concerned who will verify and file the reports.
	(b) Police Supply Officers, Mandalay and Rangoon.	Superintendent of Police Supplies, Burma.	Superintendent of Police Supplies.	Assistant Inspector-General of Police.
	(c) Clerks in Superintendent of Police Supplies' Office.	...	...	Superintendent of Police Supplies who will verify and file the reports.

This Office Circular No. 39, dated the 6th December 1923, is hereby cancelled.

**Government of Burma Appointment Department letter  
No. 345A-23, dated the 31st of January 1924**

**SUBJECT.—Reports by Government Servants of Acquisitions or Alienations of Land.**

I am directed to refer to paragraph II of General Department Circular\* No. 37 of 1923, relating to the report by Government servants, of acquisitions or alienations of land and to say that the statement that all the other lands held has already been reported to Government does not appear to have been made in any of the reports received so far.

2. I am to ask that this statement may now be furnished with each report, and last, where such reports have already been submitted to Government a separate certificate as required by paragraph II of the Circular may be furnished to the Local Government as soon as possible.

\* Superseded by Circular No. 13 of 1930.

"*Pilar Gazette*" Memorandum No. 29, dated Rangoon, the 15th March 1924.

**SUBJECT.**—*Compliance with the provisions of Rule 11 of the Rules requiring the submission of reports by Government Servants of Acquisitions or Alienations of Land.*

The attention of all Civil and Military Police Officers is drawn to Local Government Appointment Department Circular letter No. 345A 23, dated the 31st January 1924, to the address of all Heads of Departments, Deputy Commissioners, District Superintendents of Police, Battalion Commandants, etc., and they are requested to obtain from all Police Officers who have already submitted statements of landed holdings the separate certificate referred to in the Local Government's Circular letter and to submit the same to this office or to the officer concerned if it has not already been submitted.

2. Certificates from officers concerned, whether blank or otherwise, should be submitted but in the latter case the date on which the previous report was submitted and to whom it was submitted should be clearly stated in the certificate.

#### APPENDIX A-V.

Government of Burma General Department "G" Circular No. 40 of 1930, dated the 18th October 1930.

(Not translated into Burmese.)

#### *Orders regarding Departmental Inquiries.*

Rule 55 of the Civil Services (Classification, Control and Appeal) Rules made by the Secretary of State in Council under sub-section (2) of section 96a of the Government of India Act (which were published in the Government of Burma's General Department Circular No. 38 of 1930) requires strict conformity with the prescribed procedure for departmental inquiries even more important than it has been heretofore, particularly where the dismissal, removal, or reduction of a Government servant may be involved, and in view of the continued failure of officers conducting such inquiries to observe all requirements of that procedure, it has been decided to issue a fresh Circular on this subject, consolidating and, where necessary, expanding the instructions already issued on the subject in various General Department Circulars in recent years. These instructions will not apply to cases in which it is decided to remove, dismiss or reduce a person in consequence of facts which have led to his conviction in a criminal court, or of his absconding with an accusation over his head or where it is for other reasons impracticable to communicate with him, but they should be applied in all other cases, whether the officer holding the inquiry has the power of removal, dismissal or reduction or is required to submit his proceedings for the orders of a superior authority. They have been drawn up to meet the case of an officer of some standing who is charged with









The new rule therefore requires that the proceeds be used to pay down the loan or to pay down the principal of the loan, and that the proceeds be used to pay down the principal of the loan.

- (1) a statement of the nature of the work to be done and the results to be achieved;

It is undesirable to multiply these salutary circumstances without good cause, and it is more to be regretted that such provisions are established for civil or criminal without regard to the previous career of the respondent than it is unnecessary to mention any other circumstances.

9. The necessary documents having been furnished to the respondent, so much thereof as is required within a reasonable time (the inquiry being adjourned for the purpose)

- (a) to put on a written statement of his defence, and
- (b) to state whether he desires to be heard in person.

If the respondent so desires or if the authority concerned so directs, an oral inquiry shall be held. Where the respondent does not desire an oral inquiry such an inquiry will usually be unnecessary, if the respondent affords a satisfactory explanation, if he admits the charges and merely urges a plea in mitigation, or if his defence or explanation is inconsistent with well-established facts. On the other hand, it will usually be necessary if the defence raises a real doubt as to the material facts on which a charge is based. Where an oral inquiry is held, the respondent is entitled to cross-examine the witnesses, to give evidence in person, and to tender such witnesses called as he may wish. The witness conducting the inquiry may, but only for special and sufficient reasons to be recorded in writing, refuse to act as a witness. The result of any oral statement made by the respondent, which he did not wish to put on, may be taken into consideration by the witnesses called in support of the charges either immediately after their examination or at such time as he has advised upon the advice of witnesses being furnished to him for use of or in his defence in court. For the purpose of an oral inquiry it is not necessary to call any witness of the respondent, the evidence received in a preliminary investigation even though he may have been present when such evidence was received. Any witness whom the respondent produces for evidence should be examined, reasonable time being allowed in his examination to answer the attack made, and if the respondent is unable himself to serve the attack made, the witness whose examination is demanded, such witness should be called by the other during the inquiry. The respondent may at any stage of the inquiry bring forward questions which the prosecuting officer thinks necessary for the purpose of elucidating the facts. If necessary, notices for oral evidence to a third party may be sent to the Deputy Commissioner's office.

10. In the course of an inquiry it may be necessary to amend the charges owing to the discovery of new facts or otherwise. If this is done it is important that the respondent should have reasonable time for preparing his defence to the amended charges. A request by the respondent for an adjournment at this stage should receive careful consideration, and it should be granted unless the circumstances of the inquiry establish that the respondent should not be prejudiced by its refusal. If an adjournment is in any event granted an order should be made for the witness having the papers, should submit in writing the reasons for the request.

11. Rule 54 requires that the proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds



thereof. The proceedings should be complete in themselves and verified copies should be included in them as any documentary evidence such as extracts from confidential reporters. The officer holding the inquiry should provide to the proceedings a diary form in which he should record briefly at each stage in the case the action taken. It is important that the diary should be properly and completely recorded.

12. In cases of exceptional importance or difficulty the officer responsible for holding the inquiry may apply to the Commissioner of the Division or to the Head of his Department for the services of an officer to conduct the case against the accused. Witnesses should not be examined in bulk. Advocates should not be allowed to appear without the previous permission of the officer holding the inquiry but this permission should ordinarily be accorded in any case in which the facts on which the charge is based are of a complicated nature, or would constitute, if proved, a serious criminal offence. Where an advocate does not appear, the respondent may be assisted in his defence by a friend, with the permission of the officer holding the inquiry.

13. Copies of office-notes reports or correspondence relating to the inquiry should ordinarily not be supplied. Copies of the evidence received should be supplied free of charge if asked for during the course of the inquiry.

14. Witnesses will be paid travelling expenses, at the rates laid down for appearance in courts, by the officer conducting the inquiry. Should the officer conducting the inquiry consider that the number of witnesses produced by the respondent or whom he deems to have called for him is excessive, he may require the respondent to deposit a sum sufficient to cover their expenses. Officers are entitled to travelling allowance at the ordinary rates.

15. It cannot be too strongly emphasized that the procedure laid down above should be strictly adhered to and particularly that all statements made by the witnesses or by the respondent and all charges must be reduced to writing. Failure to observe these instructions, especially in cases in which any order or recommendation of dismissal, removal or reduction is recorded, will be likely to result in the vitiation of the whole inquiry. Though an appellate authority will not upset a finding on the ground of a mere technical irregularity or omission not affecting the merits of the case.

16. Suspension — An officer into whose conduct a departmental inquiry is to be held should ordinarily be placed under suspension if there appear reasonable grounds for believing that the acts or conduct alleged will result in the framing of a charge and such charge, if proved, may result in his removal, dismissal or reduction. The power of suspension may be exercised at any time during the preliminary investigation or the inquiry proper. The respondent should not be prejudiced when charges are framed, though the officer conducting the preliminary investigation or the inquiry proper should severally consider the desirability of suspending the respondent at an earlier stage in the proceedings when a good prima facie case has been made out against him and particularly when he continues in office or the respondent appears to be prejudicial to the public interest or likely to result in the suppression of evidence.

17. The rules made by the Government of Burma detailing the various authorities empowered to suspend officers holding various administrative, executive and ministerial posts to which appointments are made by the Local Government or by an authority subordinate to the Local Government are contained in the Temporary Rules for the Subordinate Services and Schedule published in General Department Circular No 5 of 1926. Members of All-India Services, the Central Services, Class I, the Central Services, Class I, the Provincial Services, and the Specialist Services can be placed under suspension by the Local Government only (vide Rules 49 and 52 of the Rules made by the Secretary of State in Council under sub-section (2) of section 46a of the Government of India Act published in General Department Circular No. 38 of 1930).

18. In all cases in which an order or recommendation to the effect that an officer be placed under suspension is made, the officer receiving such order or recommendation should invariably include in it a reference to the amount of subsistence allowance to be drawn under Regulations. Rules 41 and 51.

19. Orders.—When the defence evidence is complete, the officer holding the inquiry will pass an order in writing which should contain his finding on each charge framed together with a clear statement of the reasons on which such finding is based. In cases where it is proposed to take other circumstances into consideration in passing orders on the case, he should say what weight he in his opinion is to attach to those circumstances and should discuss the validity of any explanation offered by the respondent. Where, for any reason, it has been impossible to satisfy all the requirements of Rule 55 he should explain the reasons for non-compliance and the grounds on which it is considered that no injustice has resulted to the respondent. On the conclusion of an inquiry in which an order detrimental to the respondent is passed, he should be warned at the time that fixed or the substance of his appeal and of the authority to whom an appeal is allowed, should be addressed. A note that he has been thus warned should be made in the diary attached to the proceedings.

20. If the case is one in which he has found the respondent guilty on any of the charges framed and in which he is capable of imposing an appropriate penalty, the imposition of such penalty will form part of the order, unless special orders have been given that the case is to be submitted to higher authority. In the latter case and in all instances in which the officer holding the inquiry considers that an appropriate penalty cannot be imposed by higher authority, he will at the end of his order specify the penalty which he recommends should be imposed and submit the proceedings for his orders through the prescribed official channels, and each officer through whom it passes will briefly record his recommendation.

21. Any final order or recommendation not entailing or entangling the dismissal, removal or reduction of the respondent from Government service should, in cases in which the respondent has been suspended, contain an order or recommendation as to the case may be, regarding the amount of pay to be drawn by the respondent on his release from suspension, in respect of the period of suspension. When the respondent is honorarily suspended after a departmental inquiry he may, at the discretion of the officer holding the inquiry, be allowed to



draw the full emoluments of the post held by him prior to his suspension for the period during which he has been under suspension under and subject to the provisions of Fundamental Rule 54 (a). In cases however, in which the respondent is not honourably acquitted or in the opinion of the officer heading the inquiry it is desirable to inflict some punishment which does not entail the removal of the respondent from Government service, he should not be permitted to draw full pay and allowances in respect of the time spent under suspension but should be allowed only such proportion of his emoluments as would appear to suit the circumstances of the case in conformity with the provisions of Fundamental Rule 54 (b).

**Stay.**—When an officer is acquitted in a criminal proceeding and an appeal is pending with a view to dismissal, removal or reduction is held in accordance with this Circular, the authority which ordered the suspension should direct, in the order or orders passed by the Criminal Court amounting to honourable acquittal, to be consistent with Fundamental Rule 54, and to make such appropriate orders under Fundamental Rule 54 (a) or Fundamental Rule 54 (b) as the case may be.

**22. Punishments.** The chief punishment which can be inflicted on a Government officer found guilty of misconduct in a departmental inquiry are —

- (1) Censure.
- (2) Withholding of increments or promotion including stoppage at an efficiency bar,
- (3) Reduction to a lower post or time-scale, or to a lower stage in a time-scale,
- (4) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders,
- (5) Suspension.
- (6) Removal from the civil service of the Crown, which does not disqualify from future employment, and
- (7) Dismissal from the civil service of the Crown, which ordinarily disqualifies from future employment.

Details of the delegations or reservations of the powers of inflicting these penalties, made by the Government of Burma as far as officers holding minor administrative, executive and ministerial posts are concerned will be found in the Schedule attached to the disciplinary Rules for the Nehrivate Services published in General Department Circular No. 5 of 1926. The cases of officers of All-India Services, the Central Services, Class I, the Central Services, Class II, the Provincial Services and the Specialist Services are governed by the provisions of Rules 49, 50 and 52 of the Secretary of State's Rules referred to in paragraph 7 above.

23. Of these punishments No. 5 (Suspension) is not usually inflicted as a penalty for misconduct on the termination of an inquiry, but will usually be employed in the manner described in paragraph 16 of this Circular, during the course of the inquiry itself. The period of time spent under suspension and the consequent pecuniary loss and disgrace inflicted on the respondent should, however, be taken into consideration in determining the nature of any punishment it is decided to inflict.

24. With regard to No. 6 (Removal) and No. 7 (Dismissal) it should be borne in mind that 'Removal' is the order which should be passed when the respondent has not been proved guilty of conduct

which renders it desirable that he should be deterred from re-employment in Government service, whereas gross misconduct, fraud and dishonesty, continued and wilful negligence, and all offences involving moral turpitude, meet with their appropriate punishment in an order of 'Dismissal' after which the respondent cannot be re-employed in Government service in any capacity whatsoever without the sanction of Government. It should, however, be remembered that any officer may be discharged at any time prior to his confirmation in Government service by the authority that appointed him for good and sufficient reason, without the holding of a departmental inquiry and that, even when such an inquiry is held, an order discharging the respondent will frequently meet the case if no serious misconduct on his part has been proved. Under the explanation to Rule 49 of the Secretary of State's Rules published in Circular No. 38 of 1930 and Rule 3 (a) of the Disciplinary Rules for the Subordinate Services no appeal can be lodged against an order of this kind.

25. A list is maintained in the Secretariat and published each year in the month of March of all officers who have been dismissed other than police officers of and below the rank of head constable officers in inferior service and officers like village headmen whose service is not pensionable. Whenever an officer, not belonging to the excepted classes, is dismissed, the dismissal should be promptly reported to the Secretary to the Government of Burma, Judicial Department, a copy of the report being forwarded to the Secretary of the Department concerned by the officer who passed the order. The report, which need not be accompanied by the service-book of the officer, should be made in the tabular form below:—

*Dismissal Report.*

Name of Officer dismissed.	Date of Dismissal.	Appointment held by officer when dismissed.	Reasons for dismissal.	Officer by whom dismissed.

Certified that the procedure laid down in General Department Circular No. 49 of 1930 has been followed.

*Signature of Officer  
submitting the Report.*

When a Government servant is dismissed on conviction of a criminal offence or on absconding with an accusation over his head, the Act and section under which he was or might have been convicted should be stated. In other cases a certificate should accompany each report to the effect that the procedure laid down in this circular (General Department Circular No. 49, dated the 15th October 1930) has been followed.



26. *Appeals*.—The rules governing the submission of appeals against orders passed in departmental inquiries by members of the Subordinate Services are contained in the Disciplinary Rules for the Subordinate Services referred to above. The submission of similar appeals by Officers of higher standing is governed by the provisions of such rules as are appropriate to the particular class of officer concerned, contained in the Secretary of State's Rules published in General Department Circular No. 38 of 1933 (under Rules 56 to 69). These rules will ordinarily be rigidly observed.

27. When the inquiry is completed and orders have been passed, the respondent is entitled in order to exercise his right of appeal, to copies of the following documents, on payment of the requisite copying fees—

- (i) the charges ;
- (ii) the defence ;

and to copies of the following without payment of fees :—

- (iii) the recorded statements of witnesses examined in the course of the inquiry unless these have been previously supplied as provided in paragraph 13
- (iv) the orders of the officer holding the inquiry containing his findings,
- (v) the recommendations of the officers through whom the proceedings of the inquiry pass, and the final order of the authority disposing of the case, where final orders have not been passed by the officer who held the inquiry

If the appeal is successful, the appellate authority may order the refund of the copying fees.

28. No appeal will lie in a case in which a "minor punishment" has been inflicted, though the respondent may memorise or revision of the orders passed in the matter laid down in Rule 13 of the Disciplinary Rules for the Subordinate Services through the usual official channels.

29. It should be noted that the exercise of power of revision vested in His Excellency the Governor or the Local Government under Rule 13 of the Disciplinary Rules for the Subordinate Services is purely discretionary and will usually only be employed in the manner contemplated in the rules, i.e., on the recommendation of the Head of Department concerned.

30. *General*.—The object of these instructions is to ensure that a Government servant, when called upon to answer a charge of misconduct, is given every possible opportunity of proving his innocence. It is, however, necessary to point out that officers holding departmental inquiries are not bound to follow the provisions of the Code of Criminal Procedure or of the Indian Evidence Act. They may admit any evidence which they consider relevant, and require only that standard of proof which is necessary to convince them that the charge is established or not. Evidence of previous conduct and character, for example, may often be suitably admitted in a departmental inquiry, although such evidence would be inadmissible in a Court of law.

\* i.e. a punishment other than censure, withholding of promotion, reduction, suspension, removal or dismissal.

The Local Government desires to impress on all officers that inability to reach a reasonable standard of competence is quite as valid a ground for dispensing with the services of a person in Government employ, as it is always held to be in the case of a person in private employ. Failure to recognize and act on this principle is prejudicial to the public interest.

31. *Public Servants (Inquiries) Act, 1850.*—Under Indian Act No. XXXVII of 1850, as amended by Act XIV of 1870 the Government of India possesses the power to order a formal and public inquiry into the behaviour of any public servant not removable from his appointment without the sanction of the Local Government or some higher authority. This power is purely discretionary and will be employed only in cases of exceptional gravity or extraordinary public interest. The provisions of this Act do not in any way affect the procedure now laid down to be followed in ordinary departmental inquiries.

32. General Department Circulars No. 18 of 1926 and No. 2 of 1928 are hereby superseded.

By order,

F. B. LEACH,

*Chief Secretary to the Government of Burma,  
Home and Political Department.*

#### APPENDIX A-VI.

#### THE SUBORDINATE POLICE (APPOINTMENT AND DISCIPLINARY) RULES, Police Department.

##### NOTIFICATION.

*Rangoon, the 15th March 1937.*

No. 44.—In exercise of the powers conferred by section 7 of the Police Act, 1861, the Local Government makes the following rules for the appointment and punishment of police officers of and below the rank of Inspector of Police :

(1) These rules may be called "the Subordinate Police (Appointment and Disciplinary) Rules" and they shall come into force with effect from the 1st April 1937.

(2) In these rules, unless there is anything repugnant in the subject or context :—

(a) "District Superintendent of Police" includes the Principal Provincial Police Training School, Mandalay, the Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, the Personal Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, the Superintendent of Police Supplies, Burma, and the Assistant or Deputy Superintendent of Police in independent police charge of the Sandoway, Kyaukse, Khamo and Myittha Districts and the Northern and Southern Shan States.



- (b) "Deputy Inspector-General of Police of Range concerned" means the Deputy Inspector-General of Police for Railways and Criminal Investigation so far as the Criminal Investigation Department and the Railway Police forces are concerned.

3. The appointment of the police officers mentioned in column (1) of the table hereunder shall be made by the authorities mentioned in column (2) :—

Police Officers of the rank of (1)	Authority by whom appointed. (2)
(a) Inspector of Police	Deputy Inspector-General of Police of Range concerned.
(b) Sub-Inspector of Police directly recruited.	Principal, Provincial Police Training School.
(c) Sub-Inspector of Police promoted from ranks.	District Superintendent of Police with the previous approval of the Deputy Inspector-General of Police of Range concerned.
(d) Sergeants	District Superintendent of Police with the approval of the Assistant Inspector-General of Police.
(e) Station Writer	District Superintendent of Police.
(f) Head Constable	Do.
(g) Lance Head Constable	Do.
(h) Constable	Do.

3A. Women shall not be eligible for appointment as police officers, except in such posts as the Governor may specify in this behalf.

4. The punishments prescribed by section 7 may, to the extent specified in column (3) of the table hereunder, be awarded to the police officers mentioned in column (1) by the authorities mentioned in column (2) subject to appeal to the appellate authority mentioned in column (4) :—

Police Officers of the rank of (1)	Authority in whom the power of punishment has been vested. (2)	Powers vested: (a) Minor punishments. (b) Reduction. (c) Suspension. (d) Dismissal or Removal. (3)	Appellate Authority (4)
(a) Inspector of Police (in all sections of the force except the Flying Squad)	District Superintendent of Police concerned.	(a) & (c) ...	Deputy Inspector-General of Police of Range concerned.
	Deputy Inspector-General of Police of Range concerned.	(b) & (d) ...	Inspector General of Police.
(b) Inspector of Police (Flying Squad).	Do.	(a) (b), (c) & (d)	Do.

Police Officers of the rank of	Authority in whom the power of punishment has been vested.	Powers vested : (a) Minor punishment. (b) Reduction. (c) Suspension. (d) Dismissal or Removal.	Appellate Authority.
(1)	(2)	(3)	(4)
(a) Sub-Inspector of Police in all sections of the force except the Flying Squad.	District Superintendent of Police concerned.	(a), (b), (c) & (d).	Deputy Inspector-General of Police of Range concerned.
(b) Sub-Inspector of Police (in the Flying Squad).	Deputy Inspector-General of Police of Range concerned.	(a), (b), (c) & (d).	Inspector-General of Police.
(c) Station Writer.	District Superintendent of Police concerned.	(a), (b), (c) & (d).	Deputy Inspector-General of Police of Range concerned.
(d) Head Constable.	Do.	(a), (b), (c) & (d).	Do.
(e) Lance Head Constable.	Do.	(a), (b), (c) & (d).	Do.
(f) Constable (in all sections of the force except the Flying Squad).	Do.	(a), (b), (c) & (d).	Do.
(g) Constables (in the Flying Squad).	Deputy Inspector-General of Police of Range concerned.	(a), (b), (c) & (d).	Inspector-General of Police.

5. Where an appointment is made for a fixed period on probation or for a temporary purpose, the appointing authority may terminate the appointment if he thinks fit before the expiration of that period and there shall be no appeal against such termination.

6. Appeals shall be made individually and no appeal may be made by, or on behalf of, several persons.

7. An appeal shall be in writing setting forth all material facts and arguments without disrespectful or improper words, accompanied by a copy of the order appealed against. The appeal shall be submitted through the channels of communication between officers, within six months of the date on which the officer making the appeal was informed of the order appealed against; provided that the appellate authority may extend the said period for good cause shown.

8. Nothing in these rules shall preclude the Governor from revoking any order passed by any authority subordinate to him in exercise of the powers conferred on such authority by these rules.

By order,

H. H. CRAW,

Chief Secretary to the Government of Burma,  
Home and Political Department.



## APPENDIX A-VII.

## RELATIONS OF THE SUBDIVISIONAL MAGISTRATE WITH THE POLICE OF HIS SUBDIVISION.

Local Government Police Department "L" Circular No. 7 of 1922,  
dated the 17th March 1922.

It is considered necessary in supersession of Judicial Department Circular No. 2, dated the 23rd November 1921 to set up to date instructions defining the relations of a Subdivisional Magistrate with the Police in his subdivision.

2. A Subdivisional Magistrate has no powers over the Police beyond those which are given to him by law, and no part of the powers conferred and are not over the police of a District which is given to the District Magistrate by section 4 of the Indian Police Act No V of 1861 is vested in the Subdivisional Magistrate. Nevertheless, the Subdivisional Magistrate is responsible to the District Magistrate for the peace and good order of his subdivision and consequently for the manner of the officers under his control in dealing with crime in it. As the best means of discharging this responsibility His Excellency the Governor in Council desires to emphasize the importance of close co-operation between the Subdivisional Magistrate and the Subdivisional Police Officer, it there is no such co-operation should to the greatest extent possible, be achieved not by official correspondence but by meeting and discussing freely the points which mutually affect them, such with due regard for the strict responsibilities and avoiding any semblance of dictating to the other what should or what should not be done. Their common object should be to reach a satisfactory solution of their problems by impartial consultation. The Subdivisional Magistrate should not, however, create his own liaison with the police in the Subdivisional Police Officer. He should, when touring, make it his object to get to know the police officers in his subdivision down to the Sub-Inspectors and even Head Constables, and these officers should make a point of reporting on crime and other matters affecting the Subdivisional Magistrate whenever it is convenient for him to do so.

3. In order to keep himself informed of the working of the police in his subdivision, the Subdivisional Magistrate may scrutinize police station registers Nos. 1, 4, 5, 6, 20, 21, 23, 24, 27, 28, 26a, 26b, 27, 27a, 27b, 28, 29, 30, 32, 33, 35, 36, 37a, 36a and 37. One important feature of the usefulness of such scrutiny would be the comparison by the Subdivisional Magistrate with Register No. 35 of the information in his possession of important criminals whose doings should be checked by him while on tour.

4. It is the duty of the Subdivisional Magistrate to inspect lock-ups, check the duration of detentions and satisfy himself generally that the conditions in which the prisoners are detained are satisfactory. But the notes of such inspections will not be entered in the police station inspection file. It is his duty also, although he has no controlling power over the police and should avoid any interference with the settled mechanism of police working to bring to the immediate notice of the District Magistrate anything which appears, whether from his inspections or from his general knowledge of his subdivision, to be

wrong with the working of the police in his subdivision. It is desired, however, to emphasise that the Subdivisional Magistrate is not empowered in such cases to issue executive orders. His duty is discharged by bringing the matter to the notice of the District Magistrate, and with proper co-operation between the Subdivisional Magistrate and the Subdivisional Police Officer, if there is one, it should be possible by personal or fiscal discussion to reach a satisfactory settlement in the majority of such cases—in which case it will be necessary for the Subdivisional Magistrate merely to report the settlement to the District Magistrate.

5. It is for the District Magistrate as head of the district police to issue, after consultation with the District Superintendent of Police, such subsidiary rules or orders as may be necessary in his district for the guidance of the Subdivisional Magistrates and of the Police in the matters dealt with by this Circular on a consideration of such circumstances, the qualifications of his Subdivisional Magistrates and the like. Such subsidiary rules and orders should be in accord with, and carry out, the principles laid down in this Circular.

### APPENDIX A-VIII.

#### RULES AND INSTRUCTIONS IN CONNECTION WITH THE GRANT OF SHOOTING PASSES TO BRITISH SOLDIERS.

From the Secretary to the Government of India, Home Department,—No. 1477 (Public), dated Calcutta, the 31st December 1905.

*Direction 74 under the Burma Army Manual, 1906*

I am directed to forward a copy of the revised rules\* for the grant of shooting passes to British soldiers in India which have been approved by the Governor-General in Council and published in the Gazette of India on the 25th October last, and to request that with the permission of His Highness the Lieutenant-Governor, the special attention of the local civil officers concerned in the administration of the rules may be drawn to them.

2. These rules are drawn up chiefly for the guidance of the military authorities, but their successful working cannot be secured without the co-operation of the civil officers. The Governor-General in Council therefore considers it necessary that the duties of the latter class of officers respecting this matter should be clearly laid down.

3. In Rule 6 of the revised rules it has been provided that the Commanding Officer of a regiment or detachment is at once to send to the District Magistrate the substance of any report together with a copy of the complaint, if any, that may be made by the member of a shooting party who is in charge of the party on their return to quarters, respecting any breach of the rules, any offence with natives or any mischief which may have occurred during the absence of the party. The Government of India consider it necessary that the District Officer also should communicate to the Commanding Officer immediate information of any breach of the rules by men under his command that may be reported to the civil authorities. Cases have come to the notice of the Governor-General in Council in which the civil authorities have failed to make a report upon such occurrences to the Officer

\*The revised rules of 1905 were superseded by rules published in 1913 which are these now attached to this letter.



Commanding the regiment who remained in ignorance of the affair until a report was called for from A. J. H. Heston, 1891, by the Government of India, or until the police inquiry had been completed. I am to remark that, to enable the Commanding Officer of a regiment or detachment to take sufficient notice of any infringement of the shooting regulations, it may be noted that such and such a place is reserved or reserved by the District Officer to the local military authorities in cases which may come to his notice.

4. Rule 30 of the revised rules has given that Officers Commanding Stations and Officers Commanding Troops about 1 March will communicate with the Civil District Officer in order to ascertain what localities shooting ought to be forbidden and at what houses or lands are regarded by the inhabitants as sacred or as protected by custom relating to the establishment of a shrine or other place. There is, however, more cost to the Civil District Officer, when the establishments if not the officers, are to a great extent permanent than in military circumstances. With a view, therefore, to guarding against the provisions of the rule being overlooked, I am to request that instructions may be issued to Commissioners and District Officers to the effect that on the arrival of a corps or detachment in a civil district, the District Officer shall at once confer with the Officer Commanding the troops on the localities at which he may wish to reserve shooting for special purposes, either absolutely or on account of the proximity of the inhabitants, or on parts of the year in accordance with usage or custom. In dealing with the country where shooting is to be allowed, the local officer shall be directed to bear in mind the provisions contained in Home Department Circular Letter No. 42, 11<sup>th</sup> June 1891, and the 1st July 1891, and to take care that in a particular case where such a restriction is required, if the people, by accident or otherwise, are in the habit of other shooting, there would be risk of danger if free permission to shoot were accorded.

5. In the circular of the 31st July 1891, it is noted above, and up to No. 4—1890-1891 that of 1891 variously noted Local Government Circular Letter No. 42, 11<sup>th</sup> June 1891, and the 1st July 1891, were requested in instruction the District Officer to cause the shooting regulations to be explained to the people in the neighbourhood of the localities, and to warn such villages against shooting with soldiers out shooting and using violence to them, and to warn against taking the law into their own hands in cases in which it does not apply. The Governor General and Council saw fit to state that the substance of the revised rules, or, as they affect the villages, should be previously explained in a simple language in the villages and towns where soldiers are in the habit of shooting, and that District Officers should impress upon headmen, headmen, and village police that they are expected to give their assistance in preventing disputes with soldiers out shooting. The headmen and village police were also that soldiers conducting themselves properly are not molested and that any complaints of molestation are reported to the proper authorities. In cases in which a notice of the possible effect of a shooting party has been sent to the District Officer under Rule 31 of the revised rules he should, with as little delay as possible, send a notice to the headmen and

\* The revised version of the Order is given in the following part of the same circular letter, No. 42, 11<sup>th</sup> June 1891, and the 1st July 1891, were recorded.

village police (as far as that can be done) stating that a dispute has been raised and they are to see that quarrels are quelled. Villagers should be on a strict take to law (and) their own heads but should lodge any complaint they have to make in a legal manner.

6. In the circular from the Department No 50-2340 2340, dated the 14th October 1881 the importance of conducting justice (and) peace in the case of affairs between European soldiers and native soldiers was indicated and it was desired that in the future one of a number of the District Magistrate should in every case be sent to see the place, or a more capable European Magistrate or the District Magistrate of Police in order to see that the trial on the spot at the earliest possible date after the occurrence. I am now to request that copies being sent to me by the Magistrate of a case where natives and Europeans are out of a shooting dispute should wherever possible be referred to an English Magistrate or police officer not less than to a District Superintendent, and that when such cases come up I must be able to be tried by the District Local Magistrate. Cases which are not considerable by the end of, or where the police officer is not practised in the trial of natives, then the District Magistrate or shall place the Commanding Officer of the corps or detachment concerned to that effect for their action as the latter may consider fit to take.

7. In conclusion, I am to say that the Government of India think it desirable that each Commissioner, District and Sub-District Magistrate etc. should be furnished with a copy of the revised rules as a reference publication.

#### Rules Relating to Joint European and the Grant of Shooting Rights to British Soldiers.

1) The following rules will be observed, and are applicable to all instructions below by each of officers who are subject to the Army Act.

2) These rules apply to troops on the march or in moving camps as well as to troops in winter quarters or stationary camps.

3) No soldier shall carry fire arms for sporting purposes without a shooting permit (A.P.L. 1.1.1). Sporting permits will only be granted in narrow and well-defined areas, which and in adjacent private estates (proceeding at least one mile out on each side). A permit will be granted for a shooting permit, each and in all cases of persons in sporting (the army).

4) Before a permit is granted to a soldier a permit may be granted provided he cannot make points of that the soldier getting the permit is granted that the soldier has a permit and knowledge of the law passed to grant him to proceed with the inhabitants, so that he will be acquainted with the law and human subjects. In the case of other rules passed (which) are granted to a permit (not less than three and not more than six) one of which shall be exchange of the permit. The permit must be in all cases be accompanied by an Indian qualified to act as interpreter (which) name will be on the permit.

(a) One permit may be left in charge of the camp, but the remainder of the party shall not separate while shooting.

(b) All shooting permits will be issued as (A.P.L. 1.1.1). They will be granted by the Officer Commanding the corps, department or

detachment to which the subjects belong or to which they are attached, who will have a record in all future grants. The number in the party and of the cartridges, the powder, up to a maximum of three, and the rations will be entered and the numbers and specifications of the firearms carried will be entered in the pass, and the certificate on the back of the pass will be signed by the commanding officer, or in his absence by an officer and countersigned by the Officer Commanding. Before the pass starts the Armourer to be present and in the case of the battery the armament armourer, if available or he or the officer will enter in the firearms entered on the pass and will sign the certificate thereon.

7. Shooting parties will camp only in the actual place named in their pass and will not shoot except a radius of two miles of the camp.

8. No live arms not specified on the pass shall be carried or used and no rifle or cartridge shall be used, which carries Government ammunition or is sighted over 100 yds. 9. In the exception of rifles kept for mark shooting the only shooting weapons which British soldiers are permitted to own are those which are attached and used in sporting purposes. The possession of revolvers, pistols of all sorts and weapons which do not fall in the categories specified in this rule, is absolutely forbidden.

10. All birds, cones, wild cats or caribou for sporting purposes must be hollow.

11. No person not named in the pass, except a British and game warden, shall accompany a shooting party.

12. Shooting parties as a rule shall not exceed in size more than 14 days but special passes for periods not exceeding one month may, with the sanction of the District or Divisional Commanding Officer be granted to one party to be employed on special duties requiring parties to shoot at a distance, or to provide at more than 1000 yds. or more, up to the pass at least 14 days before the date on which they wish to start, so as to enable notice to be given to the district civil authorities as required by Rule 34.

(1) The officer in-charge of the party shall carry the pass. He shall produce it when immediately required to do so and he shall give notice of it to the commanding officer of the district, factory or company where the party wishes to camp or hunt. On returning the pass he will report any breach of these rules, any loss or destruction, or any mishap, which may have occurred during the absence of the party.

(2) If any such event is reported, the non-commissioned officer to whom the pass is given up will at once inform the Officer Commanding the corps who will immediately report the occurrence with full particulars to the Officer Commanding Division and District Magistrate. A copy of the complaint if any should also be forwarded.

(3) Arms shall not be loaded in the vicinity of camps, fires, or quarters, and shall be unloaded as soon as the party leaves off shooting.

(4) If any member of a shooting party commits any act amounting to a loss to person or property or is involved in an offence in hunting, the party shall return to camp or camp without delay after reporting, if possible, to the nearest civil authority.

(5) In any such case on return of the party a telegraphic report will be made by the Officer Commanding the corps as laid down in











These cables may be found in other cables in the History Room  
 of the State Department or in the files of the State Department  
 of the State Department of the State Department of the State Department  
 of the State Department of the State Department of the State Department

Q. And the other parties are going to have some kind of representation in the House and some kind of representation in the Senate? A. Yes. Q. And the other parties are going to have some kind of representation in the House and some kind of representation in the Senate? A. Yes.

440. A copy of United States Grant of my Patent No. 1,000,000 for an improvement in the method of making paper, made by me, is hereby acknowledged to be a true and correct copy of the original of the same, as the same appears from the records of the Patent Office.

41. On 4 April 1942, the British Government announced that the United Kingdom was suspending trade with Japan from 1 April 1942 and that it would be closed to all British troops.

on parade to all those troops.

5. The clearing operation is subject to accept compliance to fully and the clearance of the vegetation from some up to one the off of the river and on adjacent lands have been used to clear to provide. The clearing team working are up to month good work has been completed by the team.

10. The Board shall be composed of five members, one of whom shall be the President of the University.

40. Given  $1 \leq p < \infty$ ,  $1 \leq q \leq \infty$ ,  $1 \leq r \leq \infty$ , and  $1 \leq s \leq \infty$ , prove that the operator of the three-term mean is a  $p, q, r, s$ -type.

[illegible]

1. The existing and proposed development of land in the area, and possible use patterns in connection with the development, are -

(c) The first apprehensions were experienced by the members of the party and while a violent struggle between the two men was going on, a shot was fired which caused the man to fall from the boat. The man who had been shot was taken to the hospital and is now recovering. The man who had been shot was taken to the hospital and is now recovering. The man who had been shot was taken to the hospital and is now recovering.

[illegible][illegible]

There is a large number of people who are interested in the study of the history of the United States and who are also interested in the study of the history of the world. This is a very important subject and it is one that should be studied by all people who are interested in the history of the United States and the world.

(v) When a complaint is made by a villager against any member of a shooting party, the district or political officer will at once report the matter to the Commanding Officer of the soldier concerned.

(vi) Disputes between members of a shooting party and villagers will, if possible, be investigated by a European Magistrate, or police officer not below the rank of Superintendent and such cases will be tried by a District or Joint Magistrate. The Officer Commanding concerned will be informed by the district officer of cases not cognizable by the police, or where prosecution is not undertaken by the civil authorities. The Officer Commanding will thereupon take such action as may be necessary.

(vii) The rules for soldiers provide for punishment of a corps or detachment, or district, in the event of the offenders not being discovered. A similar responsibility may be enforced upon villagers where affrays with British soldiers have occurred, if the villagers generally, or a considerable number of them, have made an unwarranted attack upon a shooting party, but the actual offenders have not been brought to justice. The villagers will be warned that in all such cases they are liable by law to have extra police quartered upon them at their own expense.

## APPENDIX "A."

## FORM OF SHOOTING PASS.

Indian Army Form L-1181. Gral.

Office Stamp.

Corps—

## Names of Party.

1.	2.	3.	4.	5.	6.	(In charge.)
2.						
3.						
4.						
5.						
6.						

Accompanied by carrying fire-arms as specified below:—

1.	2.	3.	4.	5.	6.	(Interpreter.)
2.						
3.						
4.						
5.						
6.						

have permission to be absent from quarters

from—

to—

For the purpose of camping at \*

and at— and at— and

shooting within a radius of five miles of those places.

[NOTE.—This pass only covers shooting in the place or places here mentioned.]

I certify that I have this day examined the fire-arms specified. Each is in good condition and not of a kind prohibited by Rule 7 on revolvers.

Armstrong Sergeant or Battery or  
Departmental Officer.

\_\_\_\_\_  
 \_\_\_\_\_

\* Not more than three camps shall be specified.



I certify that the men above mentioned are eligible for a shooting pass and that they are steady men competent to handle fire-arms. I have also pointed out to them the danger of pointing a gun, loaded or not, at any one. I have this day personally read out to them the rules printed on the back of this pass. I am satisfied that they understand the rules and that—abovenamed—is qualified to act as interpreter.

I also certify that the following are the—

Prohibited animals and birds.

Prohibited localities.\*

Prohibited all the year.		Prohibited for close season only.			
Peafowl†	1000	1000	1000	1000	1000
Hinds and Does	1000	1000	1000	1000	1000
Monkeys	1000	1000	1000	1000	1000
Dogs	1000	1000	1000	1000	1000

Station.

Date.

Squadron, Battery, Section or Company Officer.

Pass countersigned.

Officer Commanding.

Station.

Date.

(NOTE.—This pass only covers shooting in the place or places here mentioned.

\* A Government reserved forest is a prohibited locality unless the forest officer concerned has granted a special permit for shooting therein.

† Except when permitted by special order endorsed on this pass.

(To this form is appended a "Railway Certificate" enabling soldiers to obtain concession-rates when travelling by rail.)

Extract from the regulations printed on the reverse of this form.



A contribution of Rs. 750 will be paid to the St. John's Ambulance Association annually from the Inspector-General of Police's Reserve under the above head as a grant-in-aid to meet examination fees paid to Civil Surgeons for conducting examinations.

6. Members of the Police Force in Burma, who have joined the St. John's Ambulance Association voluntarily and received a certificate signed by the President of the Local Centre, are permitted to wear the badge of the Association.

This badge will be worn on the left arm midway between shoulder and elbow.

#### APPENDIX A-X

ISSUE OF LICENSES FOR SHORT-GUNS FREE OF FEE TO POLICE OFFICERS OF AND ABOVE THE RANK OF SUB-INSPECTOR OF POLICE AND BELOW THE RANK OF DISTRICT SUPERINTENDENT OF POLICE

Muz-Jashan Department letter No 42125 (779), dated the 27th October 1928, from W. H. Parson, Esq., I.C.S., Secretary to the Government of Burma, Home Department, to the Inspector-General of Police, Burma.

I am directed to say that under Item (7) of Schedule VII to the Arms Rules, 1924, the Governor of Burma declares that it is in the public interest that any district police officers of and above the rank of Sub-Inspector of Police, and below the rank of District Superintendent of Police in whose cases the District Superintendent of Police records that this is necessary, should be allowed to possess and be armed with short-guns. Such declarations by the District Superintendent of Police should be made by name, and the licences should be issued to the officers free of fee.

#### APPENDIX A-XL

LEVYING OF FEES FOR THE SERVICES OF POLICE OFFICERS REQUISITIONED FOR THE MAINTENANCE OF ORDER AND THE REGULATION OF TRAFFIC AT PRIVATE FUNCTIONS, THEATRES AND OTHER PLACES OF ENTERTAINMENT.

In accordance with the orders contained in the Local Government's Police Department letter No 421028, dated the 2nd February 1928, as subsequently amended, the following scale of fees is prescribed for payment by private persons or bodies requiring the services of Police Officers for special duty to regulate traffic and keep order inside or outside private premises on the occasion of large gatherings at weddings, dances, at-home athletic meetings, boxing matches, football matches, race meeting, circuses, theatrical performances and generally for services which are not within the ordinary statutory duty of the Police, subject to the condition that the persons or bodies making the application for such services of the Police shall sign a requisition guaranteeing payment of prescribed fees in the form appended hereto and that the fees shall be paid in advance:—





(iii) At the end of the financial year a bill should be made out on contingent bill form supported by a Certificate to the effect that the amount drawn does not exceed 50 per cent of the fees credited into the Treasury.

(iv) The fees credited and the contributions paid should be accounted for in the "Monthly Return of Receipts and Expenditure."

4. The *pro-forma* account will be audited locally by the Auditors of the outside Audit Department of the Assistant-Generals Office at their inspections of District Police Offices.

### FORM OF REQUISITION FOR SPECIAL SERVICES OF POLICE

(Address of person making requisition.)

(Date)

To

THE

OF POLICE,

SIR,

European Sergeant \_\_\_\_\_ Head

Constable and \_\_\_\_\_ Constables are required for

special duty at \_\_\_\_\_ from \_\_\_\_\_

on the \_\_\_\_\_ to \_\_\_\_\_ on the

occasion of \_\_\_\_\_

I hereby guarantee payment at the scale mentioned in the attached Schedule of fees.

Signature of the person making the requisition.

*Pro-forma account of Receipts and Expenditure relating to fees realized on account of Police supplied to private functions, theatres, etc., of District*

No. and date of Cheque with which credited into the Treasury.	By whom credited.	On what account credited.	Amount credited.	Totally payable to the District Police Fund.	Initials of the D.S.P. or H.Q.A. with date.	Particulars of the Treasury Voucher on which withdrawn.		Reference to the District Police Fund Cash book in which the amount has been credited.	Initials of the D.S.P. or H.Q.A. with date.	Remarks.
						No. and date.	Amount.			
(1)	(2)	(3)	(4)	(5)	(6)	7 (a)	7 (b)	(8)	(9)	(10)
			Rs. <u>  </u> <u>  </u> P. <u>  </u>				Rs. <u>  </u> <u>  </u> P. <u>  </u>			

## APPENDIX A-XII

## CRIMINAL LAW EXAMINATION

The Rules for the Examination in Criminal Law for Police Officers (other than those officers who passed the Final Law Examination at the Provincial Police Training School, Mandalay) are reproduced below—  
Examination in Criminal Law for Police Officers.

This examination will be the same as that laid down in the Police Training School Manual for Court Prosecuting Cadet Sub-Inspectors of Police. It consists of three papers:—

- (1) A paper in Special Law without books,
- (2) A paper in General Law with the assistance of "The Abridged Law Manual for Sub-Inspectors of Police, Burma" only
- (3) A paper in Advanced Law.

The syllabus for these papers is as follows

- (1) *Special Law*.—A paper of six questions on—

- (a) The Penal Code—Chapters 4, 5, 8, 14 and 17,
- (b) The Criminal Procedure Code,
- (c) The Police Act.

2. *General Law*. A paper of six questions on the Penal Code, Evidence Act, the Excise, Opium and Arms Acts and Manuals, the Burma Village Act, and the Burma Gambling Act.

*Note*.—The questions in the above two papers will be confined to such parts of the various Acts and Codes as are included in the "Abridged Law Manual for Sub-Inspectors."

- (3) *Advanced Law*.—A paper of six questions without books on the following:—

- (a) The Penal Code.
- (b) The Criminal Procedure Code.
- (c) Evidence Act.

2. The maximum number of marks obtainable in the Special Law paper is 80, and in the General Law paper is 40. Probationary Assistant Superintendents of Police and Deputy Superintendents of Police must obtain for a pass 75 per cent of the aggregate on both these papers combined. Inspectors of Police must obtain 60 per cent of the aggregate. In the advanced Law paper the full marks obtainable are 100. The minimum for a pass for an Assistant Superintendent of Police or a Deputy Superintendent of Police is 60, and for an Inspector of Police is 50.

3. All officers appearing for this examination will sit simultaneously with the examination held for Cadets in the Provincial Police Training School, Mandalay. Officers in the Tenasserim, Pegu and Delta Divisions will appear for the examination in the office of the Personel Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma Secretariat Buildings, Rangoon. Officers in the Arakan Division will sit for the examination in the office of the District Superintendent of Police, Akyab, and officers from all other Divisions will appear for the examination at the Provincial



Police Training School, Mandalay, at the same time and place as the Carats of the Provincial Police Training School Mandalay.

4. The Books supervising the examination in those three places will form of the Answer Books with enough blank for reference to the officers who set the papers and whose names will be indicated in them.

5. The results of the examination will be forwarded by these officers to the Inspector-General at Yver who will publish the results in the *Burma Police Gazette* for purposes of Audit.

6. All District Superintendents of Police will inform the Inspector-General of Police upon a remarkable certificate received by or for the examination in order that the question papers may be transmitted into the Vernacular.

7. Sub-inspectors of Police who have not passed through the Provincial Police Training School may with the previous sanction of the Inspector-General of Police, appear for the above examination in Criminal Law. European Inspectors of Police may also appear for the examination in Criminal Law. Burmese Elementary and Lower Standards and Hindustani Collegiate Standard.

#### APPENDIX A-XIII.

##### REGISTRATION AND RE-REGISTRATION OF MOTOR-VEHICLES IN

##### BURMA.

General Department Circular Memorandum No. 64.1-12.2, dated Rangoon, the 11th October 1937

**SUBJECT.—Motor Vehicles. Maintenance of proper record of all**

From P. H. FRANKLYN WHITEHEAD Esq. C. E. Assistant Inspector General of Police, Burma, to all District Superintendents of Police, etc.

The attention of all District Superintendents of Police is drawn to the fact that with the beginning of the open season motor traffic in districts tends to increase and it is at this time that the most accurate record of motor-vehicles can be made.

1. It is hereby ordered that each Police Station will be held responsible for maintaining a proper record of all the motor-vehicles owned and registered in its jurisdiction. At places where there is a number of the Motor-Vehicles Staff will be held responsible for the record and maintenance of the list but in places where there are only a few cars, the Police Station Officer will be held responsible for maintaining the list up to date and reporting new entries in the list, vehicles no longer on the road through being untraceable and sales of used motor-vehicles. District Superintendents of Police should inspect and exercise an effective check in order that the lists are properly maintained. The lists should be overhauled every year in the month of November and necessarily checked and amended throughout the year. Reports should be reported alterations in the district list to Rangoon will sent with the Officer in Charge of the Motor-Vehicles Department.

2. With clear records it will be a simple matter to identify the need for any increase in the Motor-Vehicles Staff, and when the necessity arises, and furthermore the financial statistics should make it easier to obtain any such increase.

4. The Inspector-General of Police trusts that the above instructions will be carefully observed by all District Superintendents of Police.

*Memorandum No. 118, dated Rangoon, the 14th December, 1933.*

**SUBJECT—Note on the Registration and Re-registration of Motor-Vehicles in Burma.**

In supersession of *Police Gazette Memoranda Nos. 165 and 9*, dated the 29th October 1932 and 19th January 1935, respectively the following is published for the information and guidance of District Superintendents of Police, Assistant Superintendents of Police and Deputy Superintendents of Police in independent charge of districts:—

*Registration and Re-registration of Motor-Vehicles.*

The registration and re-registration of motor vehicles throughout Burma and the Shan States is carried out by the Motor-Vehicles Department of the Office of the Commissioner of Police, Rangoon.

The fees payable for motor-vehicles other than Hired Motor-Vehicles are as follows:—

*For First Registration.*

	Rs.
All vehicles except cycles weighing less than two tons	10
All vehicles except cycles weighing two tons or more	12
Motor-Cycles	4

These fees are subject to reduction each quarter of the year.

*For Re-registration.*

	Rs.
All vehicles weighing less than two tons including Motor-Cycles.	2
Vehicles weighing two tons or more	10

Both subject to the condition that the application for re-registration is accompanied by the prescribed fee, is made within one month after the expiry of the previous certificate of registration. This proviso is slightly different in wording from Rule 14, Burma Motor-Vehicles Rules, but as put in the above form in accordance with a ruling passed by Government that the first month of the year means the first month of the year following the last registration.

These modified fees therefore cannot under any circumstances be accepted for the re-registration of a motor-vehicle which was not registered or re-registered during the previous year. Neither can they be accepted on or after the 1st of February in any year.

Applications for the re-registration of vehicles not registered in the previous year received during December (for the next year) or January must be accompanied by the major fee, which is the same as for first registration, as must all applications received after the 31st January.

Where the fees are deposited in the Treasury on the 31st January it is possible that the owner is unable to hand in the chalan receipt on the same day to the District Superintendent of Police's Office and certain allowances may have to be made for such cases, but it is presumed that the time required for these allowances for delays should never exceed four days.

It is therefore able to say that in no case where the application is received after the 31st February should the certificate be issued on the 7 or the 14th as the case may be, because the only way of the car not being read into the Register is by not receiving the 31st January. A good method of ascertaining whether a vehicle was registered during the previous year is said to exist in the production of the road registration certificate or date. If this is not available the motor is thought to be sold and the Registrar is then to enter as a vehicle of the road that the motor is not re-registered during the previous year. If the Road registration certificate is not produced the registration is said to be cancelled as of course it has not a valid license. The arrangements can be completed.

The transfer of ownership as it is called is done under Part 3 and under a number of reports is made by the Registrar as to the effect that he has said his vehicle to be of a certain make and make an address.

This rule immediately cancels the registration of the vehicle, under Rule 11 of Part 4 of the Rules, and it is a direction to the Registrar that they shall not be able to sign the Certificate of Fitness. It is said that the correct registration certificate is cancelled because it is not correct to a certain extent.

It is said that a certain number of vehicles are a lot of vehicles to put the road registration and provided to sign a lot of the applications for registration in a number of cases.

A large number of vehicles which are re-registered for other purposes apply for transfer to new owners. This is wrong in the end of registration when they are included in the ordinary registration for the

License as applying to registration, a full period going to a large extent but in the case of the Road Rules to extend Rule 14 (relating to the transfer of a registration from the vehicle). This certificate is issued by the Registrar in registration cases returned to the effect of the Commissioner of Police. It is said that the same certificate as when they were issued at Police Station Office would be a certificate of registration which is not a certificate of registration. The present certificate of registration is not a certificate of registration of Police and is not a certificate of registration giving a number and date of the vehicle which could be registered by Police Station Office as a registration certificate for a period of the time that passing the receipt of the new certificate from the Registrar.

#### *During Road Motor-Vehicle Rules, 1933.*

Road Motor-Vehicle Registration Office communicates from the registration of private motor-vehicles.

The first two vehicles in the registration certificate of the vehicle as laid down by the Registrar, responsible for the registration of the vehicle and not on the motor's advertisement, only from 10 Section 1.

These vehicles are registered half yearly and applications may only be made for a half year that is any vehicle registered between January and June will only be registered up to the 31st June and any registered after June will only be registered up to the 31st December. With this change in the rules it has been said by the District Superintendent of Police of the District to check in each month



given whether the vehicle has shall be charged when the vehicle is not produced for registration within the month of the expiry of its registration. In the case of a vehicle found in the same case in which the owner of the vehicle can be granted exemption from this rule if when the person applying for registration has brought the vehicle during July or January and a complete vehicle inspection was not possible in response to the satisfactory result. For individual cases created by this rule, an owner may send a copy of the order granting exemption to all the units in the Office of the Commissioner of Public Highways, with the check in order to certify the decision that the correct fee has been collected.

In the last order to be issued to the Motor Vehicle Department, Bureau the Director has no objection to the fact that a large number of districts registered for as one case to carry the passengers. A Chevrolet Ford or another car is built by the manufacturer to carry two ordinary persons including the driver and as the Department the driver when granting the registration for the passengers the are not only considering the number of the person. The change follows it is to be seen where the original certificate granted by the Office of the Commissioner of Public Highways shows the carrying capacity to be four persons should be strictly as registered to carry more than four passengers in the driver. In all cases where you built to carry more passengers including the driver normally arranged collapsed seats are installed because there are seats and not the space. In these there are very few things and I will be found that the construction of seats of vehicle used as a car is what would be termed a two-seater under Part 4 of the Bureau Motor Vehicle Rules and a three-seater under Part C.

Records which appear on the vehicle of the registration of cars into frame quite a large number of this class of vehicles are registered generally for various reasons. The main reason is that the Vehicle Map is not able to take up the space in the District Department of Public Highways because the owner is not able to provide a certificate from a licensed mechanic that the vehicle is suitable constructed for the purpose for which it is to be used.

The maximum size of Motor Vehicle which we studied the problem of the carriage of passengers and make reference for all points of work:—

1. The car which is built for the carriage of five or below so designed) seven persons.

The vehicle cannot be strong enough to carry eight or ten passengers, a driver and the maximum body required to seat seven passengers, therefore we get:

2. The light Delivery Van type chassis which has a heavier back axle and stronger springs is then to carry four full sized or three quarters of a ton and is therefore the current type of chassis for use as a 8 or 10 or 12 passenger bus.

In addition to this type we have the car type chassis capable of carrying from 10 to 25 passengers according to the size of the body 14 and 16 the chassis which is no bigger than the 1 ton and a very low heavier type.

The seating accommodation is a bus built in the right type of chassis is worked out by measuring the seat and allowing each passenger 14 inches of space.

It is hoped that the foregoing will help towards the desired uniformity in classing vehicles and charging fees.

Reverting to the fee chargeable for registration of a Hired Motor Vehicle the amended rule makes the fee the same right through the half-year except in the case of vehicles registered for the first time as Hired-Motor Vehicles during the second half of each half-year. It therefore follows that except in the case of brand new vehicles or old lorries converted into buses and previously registered as privs all Hired Motor Vehicles will have to pay the rate applicable for the whole of the half-year no matter what date they are registered and the application accompanied by the fees is made more than one month after the expiry of the last certificate an extra fifty per centum unless the District Superintendent of Police considers there is reasonable cause for the delay, must be levied.

In no case should a licence for registration be issued until the vehicle has been passed as fit for service as a Hired-Motor Vehicle.

#### *Conversion of Private Vehicles to Hired Motor Vehicles*

The rules in this respect remain the same and rebates should be carefully worked out and allowed according to the following scales, -

##### *Taxi seating four passengers.*

	Rs.	A.
1. Registered in January as private car when it paid	12	0
Converted to Taxi in February or March	12	0
Rebate allowable	3	0
<b>Fee to be paid</b>	<b>10</b>	<b>0</b>
2. The same car registered on payment of	16	0
Fee chargeable on conversion in February or March	12	0
Amount paid in January	4	0
This excess should not be refunded but should be adjusted in the next half-year by reducing the fee payable by	4	0
3. Car registered in January as private paying	2	0
Fee payable for conversion in April, May or June	6	0
Less rebate three-fourths of fee paid	1	0
<b>Fee to be paid</b>	<b>4</b>	<b>0</b>
4. Car registered as private paying	16	0
Fee payable for conversion in April, May or June	6	0
Less three-fourths of the fee paid	12	0
<b>Leaving</b>	<b>0</b>	<b>0</b>
<b>To be adjusted at second half-year's re-registration.</b>		
5. Car registered in January paying	2	0
Fee for registration as Hired Motor Vehicle in July, August and September	12	0
Less half the fee paid	1	0
<b>To be paid</b>	<b>11</b>	<b>0</b>
6. Car registered on payment of	16	0
Fee for registration as a Hired Motor Vehicle in July, August and September	12	0
Less half the fee paid	8	0
<b>To be paid</b>	<b>4</b>	<b>0</b>





(2) *Form I.* In this form should be entered particulars regarding the registration or re-registration and the receipt or duplication of registration certificates of private motor-vehicles—(vide Forms 13 and 14, *Hired Motor-Vehicles Rules, 1915*)—

*Column 1.*—The Serial number refers to the number of applications in each return. Each return should therefore commence with the figure 1.

*Column 2.* The present case should be entered in showing up this return. When the application is for the first registration of a new vehicle, the return should be so stated.

*Column 3.*—Enter the class number and date as follows:—

I. M.

*Column 12.*—Enter such remarks as "Owner leaving for Rangpur District Certificate pending his arrival," "Duplicate Certificate issued," "Duplicate Disc only," "Transfer only."

(3) *Form II.*—In this form should be entered particulars regarding the registration, transfer and duplication of registration certificates of Hired Motor-Vehicles—(vide Rules 3 and 4, *Hired Motor-Vehicles Rules, 1915*).

*Column 1.* As for Form I.

*Column 2.* As for Form I.

*Column 3.* As for Form I.

*Column 12.*—Enter such remarks as "Licence from Rangpur District," "Duplicate disc issued," "Duplicate registration card required," "Transfer only," etc.

(4) *Form III.*—In this form should be entered particulars regarding Driving Licences, conductors' and learners' permits—(vide Rules 6, 7, 11 and 12, *Hired Motor-Vehicles Rules, 1915*, and Sections 1, 11, 12 and Sections 3, 11 and 4, *Hired Motor-Vehicles Rules, 1915*).

*Column 1.*—As for Form I.

*Column 2.*—Enter the number of the driving licence or motorist's or learner's permit—(enter in the District in the last line). Also enter the letter "D," "P," "H," "C" or "L," according to the applicant is an owner-driver, professional driver, Hired Motor-Vehicles driver, conductor or learner—e.g., H.25—34.

*Column 3.*—Enter the number of the permit or licence—(enter in the District in the last line). Also enter the letter "D," "P," "H," "C" or "L," as the case may be. Driving licences and conductors' permits should not be altered nor numbers on renewal of the renewal as by the officer originally granting licences or permits.

*Column 4.*—Here give the date on which the former licence or permit expired and the date on which it was renewed. This is necessary for the purpose of checking a return if entered shown in column 7 is correct.

*Column 5.*—Enter remarks as to the circumstances—e.g., "Permitted by District Superintendent of Police," or any other statement such as "Rangpur driving licence renewed here," etc.

*Note.*—A driving licence or a motorist's permit should be renewed at the office of application as soon as it expires or is due to expire. If it is renewed elsewhere, the office should however, be informed that the licence or permit has been renewed.

*Demand Notices.*

4 April the Bangalore office transmits the check of vehicles purveyed for use in the year and in which demand notices.

These notices are sent through the District Superintendant of Police, to the address of the last known owners of the vehicles.

It must be realised that a motor vehicle is a movable property and changes hands and moves from one place to another. Just a number of cases have come to notice this year in which a vehicle has reported a theft or an escape of unlicensed and a few weeks after it has been used in an apprehension in the registration of the same vehicle. The owner of a new motor existing in the same district is a different village. In 1910, when it was first noticed that a vehicle reported stolen and was now reported by the original owner during the next year.

The name and address of the owner given in the Demand Notice sent out by the Bangalore office is to be striking point from which enquiries with reference to the vehicle should be made. If this person has reported of the vehicle, the office issuing the demand should ascertain the name and address of the new owner and should prepare the Demand Notice under Rule 12, District M to Vehicles Rules 1911, for failing to report disposal.

If the new owner resides in the same district, enquiries should be conducted until the vehicle is traced and then a report should be sent to the Bangalore office with the fee for re-registration of the vehicle in it.

After the original owner has left the district enquiries should be made as to whether he has taken the vehicle with him or not. If he has taken the vehicle with him, the District Superintendant should be referred to the Bangalore office with the fee and road tax and a letter. The Bangalore office will then send out a new Demand Notice through the District Superintendant of Police of the District concerned.

*Scrapped Vehicles.*

Under Rule 12, District Motor Vehicle Rules, an owner is responsible for returning the Motor Vehicle of Police. Bangalore is much to District Superintendant of Police of his district when no vehicle is no longer capable of being used. Very few owners realise their responsibility in this regard. It is therefore incumbent on the District Superintendant of Police being advised of the registers of the Motor Vehicle Superintendant Bangalore are to be a true index of the number of vehicles in the Province.

*Classification of Buses and Lorries.*

A number of districts still classify buses as lorries. If a vehicle is fitted with seats for passengers and is registered to carry passengers and goods it is a bus, not a lorry. A lorry is a vehicle for carrying goods pure and simple.

*Motor-Vehicles Form J.*

The following applications have been received to this office during the <sup>year</sup> ~~month~~ in connection with the registration of motor cars ~~private~~





## MOTOR VEHICLES FORM III.

The following *Driving Licences and Conductors' and Learners' Permits* were issued or renewed by me during the  $\frac{\text{week}}{\text{month}}$ . The connected *chakans* are forwarded herewith.

*District*  
*Deputy Superintendent of Police,*  
*Amalgam*

*District,*

Serial No.	New Licences or Permits renewed with Nos.	Old Licences or Permits renewed with Nos.	Date of expiry of Old Licences or Permits.	Number of Chalan.	Date of Chalan.	Amount of Chalan.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

## APPENDIX A-XIV

*Report of Seizure of Arms from Steam Vessels for the month of* 19 .

Date.	Vessel.	Name of Line.	Agent.	Port of Calling.	Whether vessel called at any other port or ports before her arrival.	Arms.	Ammunition.	Name of firm by whom the consignment was dispatched.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

*Dated the* \_\_\_\_\_

*District Superintendent of Police*

## APPENDIX A-XV.

*Report of the Recovery of Illicitly Possessed or Lost Revolvers and Pistols.*

(1) Serial No.	(2) Name of legitimate owner, if known	(3) Revolver or Pistol and Manufacturer's number.	(4) Description to include maker's name, bore, number of chambers and distinguishing marks.	(5) Date of recovery.	(6) Name of person from whom recovered and place at which recovered.	(7) Remarks to include, if available, information of whence the illicit possessor obtained the weapon.

## APPENDIX A-XVI.

*Report of the Losses or Theft of Revolvers and Pistols.*

Serial No.	Name of Owner	Revolver or Pistol and Manufacturer's number.	Description to include maker's name, bore, number of chambers and distinguishing marks.	Lost or Stolen.		Brief particulars of loss or theft.
				When.	Where.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)

## APPENDIX A-XVII.

The following table shows the channel of correspondence :

Serial No.	Department.	Subject.	Channel of submission.	To	By whom to be dealt with.
(1)	(2)	(3)	(4)	(5)	(6)
1	Administrative.	Travelling Allowance bills of Gazetted Officers, Railway Police.	Direct	D.I.G. for Rlys. and C.I.	D.I.G. for Rlys. and C.I.
2	Do.	Travelling Allowance bills of officers, Criminal Investigation Department.	Do.	Do.	Do.
3	Do.	Sanctioning payment of rewards to Civil Police by private individuals or companies.	D.W.	D.I.G.	D.I.G. or I.G.P.
4	Do.	Sanctioning payment of departmental rewards to Police Officers and men for amounts exceeding Rs. 50	Direct	Do.	Do.
5	Do.	Additional Police	D.C., Commr., and D.I.G., Range.	I.G.P.	Government.
6	Do.	Pensions and gratuities	Direct	Do.	I.G.P.
7	Do.	Reappropriation of Funds	Do.	Do.	Do.
8	Do.	Transfer of funds from one budget allotment to another.	Do.	Do.	Do.
9	Do.	Correspondence regarding permanent advances.	D.I.G.	Do.	Do.
10	Do.	Temporary advances from the General Provident Fund to non gazetted officers in receipt of Rs. 150 per mensem or over.	Direct	D.I.G.	D.I.G.
11	Do.	Application for house building, purchasing and repairing advances and for motor conveyances and boats.	D.I.G.	I.G.P.	I.G.P.
12	Do.	Re-organization of Police Force.	D.C., Commr., and D.I.G., Range.	Do.	Government.
13	Do.	Conversion of status of Police Posts.	Do.	Do.	I.G.P.
14	Do.	Changes in jurisdiction of Police Posts.	Do.	Do.	Do.
15	Do.	Petitions of appeal from Sub-Inspectors and below.	Direct	D.I.G.	D.I.G.



## APPENDIX A-XVII—contd.

Serial No.	Department	Subject	Channel of submission	To	By whom to be dealt with
(1)	(2)	(3)	(4)	(5)	(6)
16	Administrative	Cases of misconduct of Inspectors	D.C., Commr. and D.I.G. Range, Do.	D.I.G.	A.I.G.P.
17	Do.	Cases of misconduct of gazetted Police Officers.	Do.	A.I.G.P.	I.G.P. and Government
18	Do.	Reports of cases in which officers above the rank of Sub-Inspectors are fined by Criminal Courts.	D.C. and Commr.	I.G.P.	I.G.P.
19	Do.	Arrestment and disarming of Police Posts	D.C., Commr. and D.I.G. Range	Do.	I.G.P. and Government
20	Do.	Recommendation by District Superintendent of Police for transfers of gazetted Police Officers within the district.	D.C. and Commr. to be previously consulted by District Superintendent of Police.	A.I.G.P.	I.G.P.
21	Do.	Postings and transfers of Inspectors of Police and Sub-Inspectors of Police from one district to another in the same Range.	Direct	D.I.G. Range	D.I.G. Range.
22	Do.	Postings and transfers of Inspectors of Police from one Range to another.	Do.	A.I.G.P.	I.G.P.
23	Do.	Postings and transfers of Sub-Inspectors of Police from one Range to another.	Do.	D.I.G. Range.	D.I.G. Range, by mutual arrangement with D.I.G. of another Range, or by I.G.P.
24	Do.	Transfers of gazetted Police Officers to another district.	D.I.G.	Made by I.G.P. after consulting Commr. in the cases of D.S. Ps.	I.G.P. and Government in the case of D.S. Ps.

## APPENDIX A-XVII—contd.

Serial No.	Department.	Subject.	Channel of submission	To	By whom to be dealt with.
(1)	(2)	(3)	(4)	(5)	(6)
25	Administrative.	Re-employment of Sub-Inspectors and Inspectors.	D.I.G. ...	I.G.P.	I.G.P.
26	Do.	Purchase of boats	Direct ...	Do.	Do.
27	Do.	Approval of Committee Proceedings on unserviceable Police boats.	Do. ...	D.I.G. ...	D.I.G.
28	Do.	Purchase of furniture costing over Rs. 25 in any one case.	Do.	I.G.P.	I.G.P.
29	Do.	Applications for payment of house rents for Police Officers.	Do. ...	District Housing Committee.	District Housing Committee.
30	Do.	Report of defalcations or embezzlement or loss of public money.	D.I.G. ...	I.G.P. ...	I.G.P.
31	Do.	Mis-treatment or torture of prisoners or witnesses by the Police and further reports.	Do. ...	Do. ...	Do.
32	Do.	Applications for casual leave from District Superintendents.	With the concurrence of the D.C. and Commr.	D.I.G. ...	D.I.G.
33	Do.	Handing over Note of District Superintendent of Police quitting a district on leave or transfer.	D.I.G. ...	A.I.G.P. ...	Do.
34	Do.	Applications for admission to the Civil Division of the I.O.M.	D.C., Commr., and D.I.G., Range, Direct	I.G.P.	Government.
35	Do.	Reports on fitness for confirmation of Probationary Sub-Inspectors of Police.	Do. ...	D.I.G.	D.I.G.
36	Do.	Reports on fitness for confirmation of Officiating Sub-Inspectors of Police.	Do. ...	Do. ...	Do.
37	Do.	Re-employment of Police Officers who have suffered imprisonment for non-bailable offences against property or for offences as a public servant.	D.I.G., Range.	I.G.P.	I.G.P.

## APPENDIX A-XVII—Concid.

Serial No.	Department.	Subject.	Channel of submission.	To	By whom to be dealt with.
(1)	(2)	(3)	(4)	(5)	(6)
38	Administrative.	Descriptive rolls of men dismissed or removed or struck off from Police Force.	Direct ...	I.G.P. ...	I.G.P.
39	Crime...	Reports of all escapes of Prisoners from custody of Police.	D.I.G. of Range.	(1) I.G.P. (2) Copy to Commr. through D.C. (3) Copy to Battalion Commandant in case of escapes from Military Police.	Do.
40	Do. ...	Reports in all cases of important crimes from District Superintendents of Police.	One copy to D.I.G. of Range and to D.I.G. for Rlys. and C.I. and one copy to D.D., who will forward to Commr., if he considers it sufficiently important.	The Criminal Investigation Department submit a daily return to I.G.P. and report in important cases.	Do.
41	Do. ...	Further reports for certain cases of important crimes from District Superintendents of Police.	Do.	Do.	Do.
42	Do. ...	Reports of extraordinary and serious crimes, important actions with dacoits, or report of serious crimes in which Europeans are concerned.	Do. (See also paragraph 150.)	Telegraphic report to I.G.P., D.I.G. Range, and D.I.G. for Rlys. and C.I.	I.G.P. and Government.



## APPENDIX A-XVIII.

## MAIN FILES AND CORRESPONDENCE HEADS.

*Administration.*

File-Symbol		Class.
1A.	Accounts (Budgets, Reappropriations, Contingencies, Advances, Allowances, Defalcations, Taxes)	A
1B.	Administration (Office Procedure, Diaries, Annual Reports, Inspection Notes)	B
1A.	Arms, Explosives, Armament of Force, Ammunition, Accidents	B
1E.	Education (Training Schools)	B
2E.	Establishments	A
1.	Idols and Lock-ups	B
1L.	Legislation (Opinions on Bills and Draft Rules)	A
7L.	Library	B
3L.	Public Lands (Acquisition, Maps, Proceedings)	A
1M.	Marine (Steam Launches and Motor Boats)	B
2M.	Medical (Sanitation, Vaccination, Hospitals, Vital Statistics)	B
3M.	Military Police (Guards, Escorts, Patrols)	B
4M.	Miscellaneous (Newspapers, Frames, Telephones, Pipes, etc., etc.)	B
5M.	Municipal (Municipal, Town, Village Motor Vehicles, Hackney Carriages, Rickshaws, Pines, Festivals, Parks)	B
6O.	Officers (Appointments, Powers, Examinations, Service Books, Titles, Honours, Memorials, Leave, Transfers, Pensions, Miscellaneous and all other Personal Questions)	A
2O.	Officers (Conduct, Misconduct, Departmental Enquiries and all other personal cases, i.e., Pensions, etc.)	A
2P.	Public Works Buildings	B
3P.	Public Works Buildings and Repairs	B
3P.	Police Act and Manuals	A
1S.	Stock (Stores, Stationery, Forms, Clothing)	B
1T.	Territorial (Changes in Jurisdiction)	A

*Crime.*

I.	Accused, Post-Mortem, Extracted Criminals	B
II.	Convicts and Prisoners (Convicted and Undischarged), Escapes	B
III.	Crime (Reporting and Recording)	B
IV.	Crime (Investigation and Detection)	B
V.	Courts and Court Proceedings Work	B
VI.	Criminals	B
VII.	Criminal Investigation Department	B
VIII.	Surveillance	B
IX.	Minor Offences	B
X.	Railways and Railway Police, Railway Cases and Railway Jurisdiction	B
XI.	Special and Local Laws	B
XII.	Reports—Ordinary and Political	B

*Land of Hope Fides.*

[illegible]

No.	Subject	Remarks
1A.—Accounts—Contd.		
30	Pass Book Register No. 11, Upkeep of Pass Book (Check-Register of Bills presented at the Treasury for encashment).	
31	Passage.—Over-sea Passage Rules and Rules regarding Passage	
32	Passage.—Orders regarding Passage (Passes going to and from) engaged by Government Servants, etc., travelling on duty.	
33	Passage.—Free Passage to Indian Head Constables and Constables to their homes in India	
34	Pay Scales, Allowances, Leave Allowances.—Qualified Officers, and officers of the Indian Service.	
35	Pay Scales and Allowances.—Leave Allowances of non-Qualified Officers, I.A., Inspector downwards.	
36	Pay of Mervals	
37	Pay Register.—Distribution of Payee, Register No 7, Upkeep of Register No. 7, Pay Bills and Acquittance Books, Salary Cash Account.	
38	Postage and Telegrams.—Mails and parcels	
39	Police Private Fund Rules, and orders thereon	
40	Provident Fund.—General Provident Fund—Rules and orders thereon.	
41	Receipts and Repayments.—Monthly Statement	
42	Rewards.—Departmental and other Rewards.—(Examination Language, Service, Military and Political Rewards under the provision of various laws, Honorary).	
43	Taxes.—Municipal and other Taxes	
44	Transport and Tour Charges, Conveyance of Exhibits and Dead bodies.	
45	Travelling Allowances.—Rules, etc.	
46	Travelling Allowances Register No. 10, Upkeep of Travelling Allowances Register, Preparation of Travelling Allowance Bill.	
47	Treasury matters, Preparation of Treasury Bills, Sub-vouchers, Work Bills, Overpayments and Recoveries, Refunds and Disbursements.	
1B.—Administration.		
1	Annual Police Administration Reports and Statements	
2	Charge Reports, Standing Orders, notes	
3	Circular Orders, Register No. 11, Circular Order File	
4	Civil List, Gradations and Distribution List, History of Services	
5	Conduct and Disposal of Official Correspondence, Official Addresses, Official Visages.	
6	Conferences.—Minutes of Annual Police Conferences	
7	Constitution.—Conferences and Meetings	
8	Diaries, General Diaries	
9	Dates of the District Superintendent of Police and Headquarters Assistant.	
10	Duties of the Sub-Divisional Police Officers, Circle Inspectors and Police Office structure.	
11	Gazettes.—General Gazette and Bureau Police Gazette; Notices and Advertisements	
12	Inspection and Touring, Inspection Notes, Inspection Returns	
13	Main Files; Standing Orders, Circulars, Circular Letters, Notification, Resolution, etc.	
14	Note Books (Police) and their upkeep	
15	Office Procedure.—Distribution of Work, Office Routine, Supervision and Control in District Police Office.	



No.	Subject.	Remarks.
<i>IA.—Administration.—Contd.</i>		
16	Office Procedure.—Police Station Office and duties of the Police Station Officer	
17	Records.—Preservation and destruction. Record Room.—Registers No. 40. Record Books. Their Plans and Diagrams.	
18	Relations between the Police and the Public, Magistrates, Judges and other Judicial and Executive Officers and other Departments.	
19	Reports and Returns.—Periodical; District Superintendent of Police's monthly reports.	
20	Reports, Special Reports on matters of Political and Administrative importance.	
21	Service and Confidential Memoranda.—Published Documents and Unpublished Official Records and Documents.	
22	Telegrams. Telegraph and Postal Addresses. Telegraph Code; Indian Word Code.	
<i>II.—Arms.</i>		
1	Arms Rules.	
2	Arms and ammunition inventories.—Returns and Returns; Armament Statement and Register of Arms on charge.	
3	Arms and ammunition in connection with Crime, Loss of arms.—Searches and Seizures. Upkeep of Arms Records of the District.	
4	Deposited Firearms.—Ammunition and Military Stores—their disposal and destruction. Upkeep of Registers Nos. 42 and 43. Register of Deposited Firearms sent out.	
5	Issuance of Firearms.—General and Provincial—of all ranks. Permits and Licences issued to Police Officers.	
6	Explosives Rules.	
7	Firearms.—Carbons, ammuniions, Ordnance.—Weapons.	
8	Firearm Licences.—Sale.—Cancellation. Checking etc., Ammunition Licences.	
9	Firearms.—Register No. 44. Black Book of Government Firearms.	
10	Inspection of Arms. Armourer's tools, Civil (Chief Master Armourer, Armourer).	
11	Miscellaneous.—Sale Contracts and proper custody of Explosives and other combustibles and also of Government Firearms and Ammunition.—Prevention against theft and sudden attack.	
<i>IE.—Education.</i>		
1	Detective Training School and Detective Training.	
2	Drill Parade.—Drill instructor, Drill Examination.	
3	Fire training.—Departmental and Provincial Certificates.	
4	Musketry and Revolver Practice; Targets.	
5	Special Training Courses.—P.P. Course. Short-hand Course.	
6	Training Details.—District Training Depot. Training of recruits. Recurrent Training.	
7	Training School.—B.M.S. Provincial Police Training School. Training of officers and inspectors of Police; Post-School Training of Probationers and their subordinates.	
<i>II.—Establishment.</i>		
1	Establishment.—Detailed Statement of Permanent Establishment.—Monthly Return of Force.	
2	Establishment.—Permanent.—Sanctioned Strength of the District Police Force; (Flying Squad in Range Offices).	

No.	Subject.	Remarks
<i>2E.—Establishment—contd.</i>		
3	Establishment—Permanent—Sanctioned Scale of the Clerical and Menial Staffs.—(Office Establishment).	
4	Re-organisation and Re-distribution—Police Force and Clerical Staff—Sanctioned Strength of Indians; Additional Police; Special Police; Punitive Police.	
<i>Ob.</i>		
<i>Law-Jails and Lock-ups.</i>		
1	Jails and Sub-Jails—Discipline; Visits by Police Officers	..
2	Lock-ups. Discipline; Medical charge and arrangements. Duties of Medical Officer-in-charge; Overcrowding.	..
3	Lock-ups.—Dieting Arrangements and Dieting Charges	..
4	Prisoners.—Tickets-of-leave and employment of Convict Labour	..
<i>2L.—Legislation.</i>		
1	Legislation. Bills and Draft Bills; Rules and Draft Rules	..
2	Legislation.—Elections for Legislative Council and Legislative Assembly.	..
<i>2L. Library.</i>		
1	Library.—Register No. 29.—The Register of Books Received; Catalogue of Books, issue of Books, etc.	
2	Law Books; Manuals; Codes; Maga. etc., Government and other Publications; Indents and Purchases.	
<i>3L.—Police Lands.</i>		
1	Acquisition of Lands, Transfer and Disposal of State Lands	..
2	Records and Maps of Police Lands and their verification, and demarcation, Encroachment.	..
<i>3M.—Marine</i>		
1	Construction—Estimates—Sanction, etc., for Construction of Launches, etc.; Allowances of Government Launches and Motor Boats.	
2	Crews.—Employment of Police Crews on Motor Boats; their training, Allowances and other Personal questions.	
3	Hire of and Charges for Launches, Rules for the Conveyances of Stores and Passengers by Government vessels; Passage by Government Steamers and Launches—Government Commissariat.	
4	Launches.—Burma Government Launch Rules and Orders thereunder, Upkeep of Government Launches.	
5	Log Books, Stores and Fuel Accounts; Log Returns; Fuelings; Fuel Depôts and Stations.	
6	Navigation Rules.—Inland Steam Vessels Act and Rules, and Orders thereunder.	
<i>2M.—Medical.</i>		
1	Asylums, Hospitals and other Medical Institutions or Institutes; Medical Apparatus, Chemicals and Drugs.	
2	Chemical Analysis; Alchemy and Bacteriology	..

No.	Subject.	Remarks.
<i>II.—Municipal—contd.</i>		
3	First Aid—Ambulance. Wounded and Injured. ...	
4	Incapables, Incapables, Insane, Lunatics (C. G.) ...	
5	Medical Aid, Medicine Chest. Purchase of Medicine; Sanitary Arrangements; Health of Force.	
6	Pasteur Institute and Notes regarding Anti-rabic Treatment	
7	Sanitary, Vaccination. Other Precautionary Measures	
8	Cattle Diseases and Veterinary matters ...	
<i>III.—Military Police.</i>		
1	Alarms—Fire Alarms, etc. ...	
2	Duties and Status of District Superintendent of Police and other Police Officers with regards to Military Police Works and Military Police Officers.	
3	Expeditions; Operations, Affrays, Riots and Engagements. Use of Firearms.	
4	Guards, Escorts, Sentries. Military and Civil Police over Lock-ups, Prison Vans and Prisoners (Use of letters and handbills).	
5	Guards, Escorts, Sentries—Military and Civil Police—over Treasury and Treasure; Quarter Guards (Upkeep of Safes, etc., in Military Police or Civil Police Guards.)	
6	Jail Alarms and Out-looks in Jails	
7	Military Police Patrols and other Special Military Police and Civil Police Patrols.	
8	Orders and instructions on the Distribution and execution of work in a District Police Office in connection with the Military Police.	
9	Supply and employment of Military and Civil Police as Guards, Escorts, etc., to Private firms and other Government Department Works.	
10	Troops, Regiments and Soldiers, Calling up Troops to aid Civil Authorities, Arrangements to be made for troops while camping or on March through the district.	
<i>IV.—Miscellaneous.</i>		
1	Agriculture, Arboriculture, Horticulture (Fields or Cultivated Areas or plots of land; Parks or Gardens; Forests; Forest Reserves; etc.).	
2	Air-craft—Indian Aircraft Rules; Orders regarding Air-Craft, Conveyance by Air-craft.	
3	Art and Archaeology, Museology and Meteorology	
4	Associations or Leagues. Societies "Funds" or "Trusts" ...	
5	Associations formed by Government employees—Their Recognition.	
6	Autographs and Cinematographs ...	
7	Circuses and Theatrical Companies ...	
8	Companies, Trading, Mining and other Companies; Bank; Mercantile firms.	
9	Deaths, Suicides or Unnatural Deaths and Accidental Deaths or of any Deaths under suspicious circumstances.	
10	Deeds, Contracts, and other Instruments on behalf of the Secretary of State	
11	Derbars, Levees; Jubilees, Proclamations; Garden Parties or other Public Entertainments, Fairs.	
12	Factories, Mills, Arsenals, Motormen; Public Halls and other Public Buildings or Buildings.	



No.	Subject	Remarks
<b>4B.—Miscellaneous—contd.</b>		
13	Floods, Earthquakes, Fire, Scarcity; Famine	---
14	Foreigners and Passports	---
15	Game Rules Wild Animals Birds: Reptiles—Naturalisation; Preservation, Destruction	---
16	Immigrants and Emigrants, Pilgrims and Camps etc.	---
17	Jetties, Floating Bridges	---
18	Kyabats and Jyabats Monasteries and Convents Pagodas, Temples, Monasteries, Chapels or Churches, Synagogues	---
19	Lotteries, Societies and Clubs	---
20	District Council, Municipal Council Town Committee, Elections for Membership	---
21	Private Inventions, Designs	---
22	Petrol and Petroleum—Acts and Rules thereunder	---
23	Phungys, Monks and Nuns Tanthasahangs, Ecclesiastical—Bishops, Priests or Ministers	---
24	Police Advisory Boards	---
25	Police Clubs and Sports	---
26	Police Museum of London	---
27	Port, Trade, Customs and Maritime Wharves and Ware houses	---
28	Prayers and Newspapers	---
29	Roads, Canals, Embankments, Ferries, Fisheries	---
30	Schools and Institutions—Public; Colleges or Universities Recreation or Athletic Grounds	---
31	Sedition—Pamphlets and leaflets on religious and Political subjects, Political meetings, speeches and movements of Politicians	---
32	Strikes	---
33	Telephones, Cables; Maintenance; etc.	---
34	Travelling in Obsolete Publications	---
<b>4C.—Municipal.</b>		
1	Cattle Pounds and Slaughter-houses	---
2	Hackney Carriages Carts and Pony Carts, Rickshaws, Acts Rules and Orders relating thereto	---
3	Hotels—Restaurants and other Public Houses	---
4	Motor Vehicles Act and Rules, Modifications and Instructions issued thereunder	---
5	Motor Vehicle Branch of a District Police Office—Instructions relating to upkeep of Registers, etc.	---
6	Municipal and Town Acts—Notifications issued thereunder	---
7	Patrols—Town Patrols Flare Patrols	---
8	Patrols—Land and Village Patrols Boat and River Patrol V.H. Patrol	---
9	Parades	---
10	Public (Liquor) Houses, Gaming-houses, Billiards and other Saloons, Brothels and Bawdy Houses, Prostitutes and Prostitution, Begging, Kidnapping, Abduction and Seduction	---
11	Fairs and Festivals—Fairs, District of Police with regard to Fairs and Festivals, Bazaar of Festivals	---
12	Trains and Traffic Control and Traffic Orders; Training in traffic duty	---
13	Village Headman; Ten-house-gangs, Rural Police—Powers and Duties, Misconduct and Punishments	---
14	Villages—List of villages in the District	---
15	Village Defence Schemes and Defence arrangements and orders Arming of villagers	---
16	Villages—Punishing and Black Listing Villages	---
17	Villages—List of villages black listed	---

No.	Subject.	Remarks.
<b>10. Officers—Contd.</b>		
1	Appointment, Reappointment; Re-employment; Retiring Agreements; Resigning of Indians.	
2	Appointments in various Departments, Re-appointments.	
3	Costs of the Administration, Courts, and Appeals &c.	
4	Clerks, Appointment and Transfer; Promotion; Increment of Pay; Retirement; Discharge; Dismissal; Pensions; Other Personal Questions.	
5	Conduct of District Officers.	
6	Constitutional Powers and Privileges of Officers.	
7	Disciplinary Measures, Discharge, Dismissal, Pensions.	
8	Disciplinary Measures, Discharge, Dismissal, Pensions.	
9	Dismissal of Public.	
10	Employment of Soldiers and Sailors, Indian & Non-Indian.	
11	Territorial Forces and Auxiliary Forces; Military Training.	
12	Foreign Service Rules.	
13	Functions of District Officers and Subordinate Officers.	
14	Gratuities, Bonuses, Leave Rules.	
15	Grant of Gratuity to Members of Force.	
16	Landed Property; Reports on acquisition or alienation of Land.	
17	Leave Rules—General Leave Rules, and Leave Rules, Group of Leave Rules No. 10.	
18	Leave Rules—General Leave Rules, Hospital Leave Rules, and Disability Allowance; Changes of Register No. 23, District Register.	
19	Leave, Casual Leave and Holidays.	
20	Leave of Absence, Leave Rules.	
21	Long Staff (Register No. 21), Security Staff (Register No. 21), District Administration Staff; Range Security Staff and Grade Staff List.	
22	Medals and other Decorations, Honours; Titles and Distinctions; King's Police Medal; Indian Police Medal.	
23	Miscellaneous—Police, Police-Police, Police; Discharge, etc.	
24	Pension, Gratuity and Leave of Absence, etc.	
25	Pension, Gratuity, Extraordinary; Family and Home Allowance; Commutation of Pensions and other matters.	
26	Promotions, Advancement of Rank, Civil and Military, and other personal questions; etc.	
27	Police Officers—Imperial and Provincial Gaudied Rules.	
28	Police Officers—Imperial and Provincial Gaudied Rules.	
29	Police Officers—Imperial and Provincial Gaudied Rules.	
30	Police Officers—Imperial and Provincial Gaudied Rules.	
31	Police Officers—Imperial and Provincial Gaudied Rules.	
32	Police Officers—Imperial and Provincial Gaudied Rules.	
33	Police Officers—Imperial and Provincial Gaudied Rules.	
34	Police Officers—Imperial and Provincial Gaudied Rules.	
35	Police Officers—Imperial and Provincial Gaudied Rules.	
36	Police Officers—Imperial and Provincial Gaudied Rules.	
37	Police Officers—Imperial and Provincial Gaudied Rules.	
38	Police Officers—Imperial and Provincial Gaudied Rules.	
39	Police Officers—Imperial and Provincial Gaudied Rules.	
40	Police Officers—Imperial and Provincial Gaudied Rules.	
41	Police Officers—Imperial and Provincial Gaudied Rules.	
42	Police Officers—Imperial and Provincial Gaudied Rules.	
43	Police Officers—Imperial and Provincial Gaudied Rules.	
44	Police Officers—Imperial and Provincial Gaudied Rules.	
45	Police Officers—Imperial and Provincial Gaudied Rules.	
46	Police Officers—Imperial and Provincial Gaudied Rules.	
47	Police Officers—Imperial and Provincial Gaudied Rules.	
48	Police Officers—Imperial and Provincial Gaudied Rules.	
49	Police Officers—Imperial and Provincial Gaudied Rules.	
50	Police Officers—Imperial and Provincial Gaudied Rules.	
51	Police Officers—Imperial and Provincial Gaudied Rules.	
52	Police Officers—Imperial and Provincial Gaudied Rules.	
53	Police Officers—Imperial and Provincial Gaudied Rules.	
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94	Police Officers—Imperial and Provincial Gaudied Rules.	
95	Police Officers—Imperial and Provincial Gaudied Rules.	
96	Police Officers—Imperial and Provincial Gaudied Rules.	
97	Police Officers—Imperial and Provincial Gaudied Rules.	
98	Police Officers—Imperial and Provincial Gaudied Rules.	
99	Police Officers—Imperial and Provincial Gaudied Rules.	
100	Police Officers—Imperial and Provincial Gaudied Rules.	

No.	Subject	Remarks
20.—Officers—Complaints and Disciplinary Cases.		
1	Complaints—Miscellaneous; Suspensions and Re-appointments, Punishments (Major and Minor); Register No. 49. The Orderly Room Register.	
2	Corruption, Extortion; Torture; Ill-treatment	...
3	Departments Enquiry Rules	...
4	Indebtedness; Insolvency (Pay Attachments)	...
5	Prosecutions Trials Civil Suits and Law Suits by Private Individuals against Police Officers. Reimbursement of Legal Expenses.	
21.—Public Work Buildings.		
1	Electric Installations; Lights Fans	...
2	Latrines, Types and Type-plans, Latrine Accommodation	...
3	Major Works, Type-plans, Proposals, Site-plans, Estimates and sanction.	
4	Minor Works, Proposals, Type-plans; Site-Plans; Estimates and Sanction.	
5	Public Works Department Buildings—Protection against Fire, General Upkeep, Re-allocation and Condemning (Dismantling).	
6	Quarters—Government Quarters and their allotment Provision of Furniture Recovery of Rents	
7	Rest-houses, Bungalows, Circuit Houses and Rules relating thereto.	
8	Rifle Range, Construction and Maintenance	...
9	Type-plans of Police Stations	...
10	Type-plans of Police Lock-ups	...
11	Type-plans of combined Police Station and Lock-up.	...
12	Type-plans of Police Quarters—District Superintendents of Police	
13	Type-plans of Police Quarters Deputy Superintendents of Police and Assistant Superintendents of Police	
14	Type-plans of Police Quarters—Inspectors	...
15	Type-plans of Police Quarters—Sub Inspectors	...
16	Type-plans of Police Quarters—Station Writers and Head Constables	
17	Type-plans of Police Quarters—Constables	...
22.—Police Construction and Repairs.		
1	Departmental Buildings—Budget Grants and Re-appropriation Lapse of Grant	
2	Departmental Buildings—Site-plans, Plans and Estimates, Sanctions and Contracts and Advances.	
3	Departmental Buildings—Type-plans of Quarters for Sub-Inspectors of Police	
4	Departmental Buildings—Type-plans of Quarters for Station Writers and Head Constables.	
5	Departmental Buildings—Type-plans of Quarters for Police Constables.	
6	General—Upkeep, Condemning and dismantling, Re-allocation, etc. Register No. 48—File of Buildings in charge of Police Department.	
23.—Police Act and Manuals		
1	Police Act; Duties and Powers of Police under the Police Act	
2	Burma Police Manual and other Departmental Manuals (as Criminal Investigation Department Manual, Preventive Law Manual, etc.).	



No.	Subject.	Remarks.
<b>II.—Stock.</b>		
1	Accoutrements and Miscellaneous Stores—Uniforms, Dress and Contingents, etc.	
2	Arms and Ammunition Accoutrements and Miscellaneous Stores Returns The stores of Hyderabad No. 40, Register of Police Stores and No. 45, Magazine Account.	
3	Expenses—Purchase, Maintenance and Contingents. Statement of Record of Purchase.	
4	Shells and Lights Country Stocks—Use, Purchase and Maintenance Contingents.	
5	Form and Registers Stationery Guard Books Scale and Stamp Lot-to Dice and Purchase Register No. 30 Stock Book of Stationery Register No. 37, Stock Book of Form.	
6	Provisions—Cloth Sales and Cloth, Soap and other Goods and Live Stock Purchase maintenance, etc., (Statement of Register No. 47 Stock Book).	
7	United State Memoranda—Police Form.	
8	Guard Book Memoranda—The Hyderabad General—Part IV.	
9	Handcuffs Police and Non-Police—Index. Use and Contingents.	
10	Locks and Keys—Safe Custody of Duplicate Keys: Register No. 40 Locks and Keys.	
11	Miscellaneous—Form and other Miscellaneous, Motor Cycle—Purchase, Maintenance, covering expenditure. Update of Supply Account Stores for use, etc.	
12	Stores—Purchase and Supply—Local and Foreign—Contract.	
13	Type writers and Duplicators—Purchase maintenance, etc.	
14	Uniform and Clothing—Uniforms Issues and Contingents.	
<b>III.—Territorial.</b>		
1	Changes of Jurisdiction and Area—Notification.	
2	List of Police Stations and Outposts in District.	
3	Maps—Police Station and other Jurisdiction Maps and District Maps.	
4	Notifications regarding Police Stations. Printed Jurisdiction Statements and Maps.	
5	Police Stations and Civil Charges and their Mandates.	
<b>I.—Miscellaneous.</b>		
1	Abductees—How and Cry Notes. General Notices Cases under Section 312 I.P.C. Update of Register No. 3—How and Cry Notes in Cards.	
2	Deportees—Army, Military and Civil Police.	
3	Unsettled Cases—History Sheet, Conditionally Released and Noted C.I.A. Criminals Update of Register No. 4—Missing History Sheet and Conditionally Released Fugitives Index and Cards.	
<b>II.—Convicts and Prisoners.</b>		
1	Convicts—Males, Females and Juveniles—Mental and Descriptive Rolls Detention Treatment.	
2	Convicts—Convicted and Undertrial Political Offenders, State and Political Prisoners.	

No.	Subject.	Remarks.
<i>II.—Convicts and Prisoners.—continued.</i>		
3	Death and Death Reports of Convicts, Undertrials and other Prisoners.	
4	Escapes from Jail and Police Custody—Re-arrests	
5	Prisoners; Undertrial Prisoners—Male, Female and Juvenile; Detention and Treatment, Attendance on Female Prisoners in Lock-up and on Escorts—Nourishment and Descriptive Rolls.	
6	Transfer and Conveyance of Prisoners Undertrial and Convicted.	
<i>III.—Crime—Reporting.</i>		
1	Crime, Criminality; Dacoity and other Serious and Important Crime—Measures to be taken to reduce Crime.	
2	Direct cases.—Cognisable and Non-Cognisable	...
3	First and Further Reports of Important Crime	...
4	Final Report, Classification of Cases struck off by Police; Transfers	...
5	Instructions for conducting operations against Dacoits	...
6	Recording and Reporting of cases. First Information Reports	...
7	Register No. 1.—Crime Register and Register No. 2, Register of Police cases—Instructions relating to Annual Crime statements.	...
<i>IV.—Crime—Investigation and Detection</i>		
1	Arrests; Detention; Remands; Releases	...
2	Case Diaries and Conduct of Investigation	...
3	Confessions, Statements; Approvers; Parades	...
4	Exhibits; Chemical Examinations	...
5	Identification Parades	...
6	Informers; Witnesses and their Statements	...
7	Map and Plan of Scene of Crime	...
8	Preparation of Cases; Charge Sheets; Prosecution	...
<i>V.—Courts and Court Functioning There.</i>		
1	Appeals, Revision; Alterations of Sentences, Remissions; Clemency Reprieves.	
2	Courts; Magistrates; Judges; their Powers and Duties	...
3	Disposal of cases by Magistrates; Sessions Trials, Duration of Cases tried	...
4	Process; Summons and Warrants; Register of Summons and Warrants.	...
5	Prosecutions; Court Prosecutors and Government Prosecutors; Advocates, their Appointment; Duties and Powers.	...
6	Result of Trial—Sentences; Convictions (Jail Warrants) Acquittals and Discharges.	...
<i>VI.—Criminals.</i>		
1	Criminals—History Sheet Criminals	...
2	Criminals—Conditionally Released Prisoners	...
3	Criminals notified under the Criminal Tribes Act	...
4	Criminals bound down under the Preventive Sections—107, 108, 109 and 110, Criminal Procedure Code.	...

No.	Subject.	Remarks.
<i>VII.—Criminal Investigation Department.</i>		
1	Criminal Investigation Department: Cases to be taken up by the Criminal Investigation Department; Requisition for the Services of the Criminal Investigation Department.	
2	Exhibits sent to Criminal Investigation Department for examination by the Principal of the Detective Training School.	
3	Finger Prints: Circulars and Orders: Typewriters of Register No. 4: Register of Finger Prints and Finger Print Files and Correspondence.	
4	Foot-prints and other Systems of Identification, Descriptions and Descriptive Rolls.	
5	Photographs.	
6	Search Slip: Previous Convictions, Requisitions for records of previous convictions.	
<i>VIII.—Surveillance.</i>		
1	Bad Livelihood: Cases under sections 109 and 110 of Criminal Procedure Code; Notifications, Rules and Orders issued thereunder.	
2	District Detective Staffs and their duties.	
3	Flying Squads and their duties.	
4	Surveillance: Surveillance staffs and their duties.	
5	Surveillance Register: Village Crime Note Book, Conviction Register and History Sheets.	
<i>IX.—Miscellaneous.</i>		
1	Cattle, Seizure and Detention: Disposal.	
2	Cattle Theft.	
3	Coining: Forgery: Counterfeiting.	
4	Crime Gazette and Index.	
5	Crime Maps, Crime Graphs: Crime Statements and Crime Figures.	
6	Disposal of special Exhibit: and Coining Implements: Forged Notes and Implements, Arms, etc.	
7	Excise Department: Relation of Police with the Excise Department, Powers and Duty of the Police with regards to Excise and Opium matters.	
8	False Information: False and Unreliable Informers: Prosecutions under section 142, Indian Penal Code.	
9	Hand-writing Experts and Hand writing identification.	
10	Injured Persons, Corpses: Medical Officers: Post Mortem examinations: Medical Evidence.	
11	Interpreters, Translators: Bailiffs: Process Servers, Petition Writers, their appointments and duties.	
12	Lunacy: Lunatics: Criminals: Retrial of persons who are of unsound mind at the time of original trial.	
13	Maintenance of Order and Prevention of Obstruction in Courts.	
14	Mutual Exchange of information between Governments regarding seizure of Drugs: Proceedings and movements of persons engaged in Drug Traffic.	
15	Requisitions for Judicial Records: References with the District Magistrate.	
16	Stolen Property and other Property seized by the Police.	
17	Traffic in Women and Children.	
18	Unclaimed Property.	
19	Village Committees: Special Power and Ordinary Headmen: Cases tried by them.	



No.	Subject.	Remarks.
<i>X.—Railways.</i>		
1	Railway Accidents; Railway Strikes.	
2	Railway Crime and Railway Jurisdiction and Railway Cases; Co-operation between District and Railway Police.	
3	Railways, Stoppage of Trains by Magistrates and Police Officers in case of emergency.	
<i>XI.—Special and Local Law.</i>		
1	Anti-Boycott Act V of 1922.	
2	Arms Act. Notifications, Rules and Orders issued thereunder; Cases under the Arms Act.	
3	Brothels and Beggars Suppression of Brothels Act II of 1921.	
4	Criminal Law Amendment Act II of 1922.	
5	Criminal Tribes Act, Rules, Notifications and Orders issued thereunder—Upkeep of Gang Register.	
6	Dangerous Drugs Act. Notifications, Rules and Orders issued thereunder. Cases under the Dangerous Drugs Act.	
7	Excise and Salt Acts, Notifications, Rules and Orders issued thereunder, Cases under the Excise and Salt Acts.	
8	Foreigners Act and Deportation Expulsion of Offenders Act I of 1926, Extradition.	
9	Gambling Act, Cases under Gambling Act Cognizable and Non-cognizable.	
10	Opium Act. Notifications, Rules and Orders issued thereunder. Cases under the Opium Act.	
11	Ordinances.	
12	Poisons Act XII of 1919.	
13	Prevention of Crime (Young Offenders) Act II of 1930.	
14	Prevention of Cruelty to Animals Act.	
<i>XII.—Suspects.</i>		
1	Suspects—Ordinary Use of Bad Character Rule Forfeiture.	
2	Suspects—Political.	
3	Suspects—Persons reasonably suspected in cases and action taken against them.	

## APPENDIX A-XIX.

CLASSIFICATION OF PAPERS IN CORRESPONDENCE FILES  
(ALL DEPARTMENTS).

## Class A

(i) Main files of standing orders connected with questions of principle, and all letters communicating rules, and general instructions which have not become wholly obsolete.

(ii) Correspondence of all special interest or importance on the Class A heads of Appendix A-XVIII.

*Class B*

Correspondence of importance, which does not contain standing orders, of the Class B heads of Appendix A-XVIII.

*Class C.*

(i) All order sheets that do not contain any part of the draft of a letter of Class A or B.

(ii) All notes and queries.

(iii) All letters asking for explanations of figures in periodical returns or pointing out errors therein, and all replies to such letters.

(iv) All informal communications unless specially marked by the District Superintendent of Police, as Class A or B.

(v) All letters merely calling for records in appeal or revision, and all replies thereto submitting records.

(vi) All post copies of service messages in form <sup>the following</sup> General 26.

(vii) All ephemeral correspondence, such as letters forwarding and acknowledging receipt of books, reappropriation statements, and letters forwarding and sanctioning them.

(viii) Office copies of inspection notes on subordinate officers and Police Stations.

(ix) Office copies of Station General Diaries.

## APPENDIX A-XX

## PRESERVATION OF RECORDS IN CRIMINAL CASES.

1. Records of all cases, except *Arson*, robberies and burglaries in which the accused has been convicted, and of cases which have been closed as false, mistaken or non-cognizable, or in which investigation has been refused under section 157 (b), Criminal Procedure Code, cases under Chapter VII, Criminal Procedure Code two years (counting from the 1st of January in the year subsequent to that in which final orders were passed).

2. Records of all other cases—five years.

The following records will not be destroyed :

(a) Records of a case in which it appears on the record that any of the accused, or parties to be proceeded against, have not been apprehended.

(b) Records of a case in which the trial has been postponed under sections 464 and 466, Criminal Procedure Code.

Provided that no record falling under classes (a) and (b) of the rule will be preserved for more than thirty years.

*Preservation of Confidential Files.*

3. The District Confidential Files of officers of and below the rank of Deputy Superintendent will be kept for three years after the death, dismissal, removal, resignation or retirement of the officer concerned and may then be destroyed.

When an Assistant Superintendent or Deputy Superintendent is posted to the charge of a district, his confidential file will be forwarded to the office of the Inspector-General of Police, for record.

*Preservation of Official Publications.*

4. *Quarterly Civil List of Burma*.—Only the current volume will be kept. All previous copies will either be destroyed, or sold as waste paper.

5. *Burma Police Half-Yearly Gradation List*.—Copies will be retained for twelve months, and will be destroyed or sold as waste paper.

6. *Police Gazette*.—Part III of the Gazette will be kept unbound and will be destroyed or sold as waste paper at the end of two complete years. Part II with its index, will be bound together with Part I at the end of the year on receipt of the Index to Part II and kept in the District Superintendent of Police's office.

7. *Police Crime Gazette*.—Every District Police Office and Sub-divisional Police Office will have Part I and the *Confidential Supplement to the Police Crime Gazette* bound separately every half-year. Parts II, III and the *Special Forfeited Note Supplement* will be kept in files for ten years, and will then be destroyed. District Superintendents of Police, when inspecting Subdivisional Police Offices, will see that the volumes and files respective of the *Police Crime Gazette* are complete and in good order. Circle Inspectors will keep their copies of the *Police Crime Gazette*, each part filed separately for five years, after which they may be destroyed. At Police Stations the whole Gazette will be retained unbound for five years and will then be destroyed.

8. *Burma Gazette*.—Part V and *Extra Supplement* of the Gazette may be destroyed at the close of the year. The remaining parts will be kept unbound for five years and may then be destroyed or sold as waste paper.





APPENDIX A—XXI—contd.  
List of Registers—contd.

Serial No. (1)	Title of Register (2)	Reference (3)	Guard Book No. (4)	Method of disposal (5)	Class (6)	Remarks (7)
6	Crime Branch—Concld. Index of unserved History Sheets Criminals and conditionally released convicts	Paragraphs 257 to 302.	Crime 79.	To be destroyed.		To be re-written at the expiration of each sixth year when the old register will be destroyed.
7	Administrative Branch. Distribution Register and Working Sheets.	Paragraphs 629 to 630	Ad. 51A and Ad. 104A to J.	To be destroyed in office and to be sent to the Record Room (a).	"	
8	Register of Incarcerates	Paragraph 637.	Ad. 305	To be destroyed in office (a).	"	
9	The Store Deduction Register	Paragraph 650.	Ad. 86	To be destroyed in office (a).	"	
9A	Register of Miscellaneous Deductions.	Paragraph 650a.	Ad. 87 A ...	To be destroyed in office (a).	"	
10	Register of Applications for Leave.	Paragraph 661	"	Do		
10A	Casual Leave Register	Paragraph 662	Ad. 84	Do		
11	Daily Cash Account "	Paragraphs 704 to 705.	T P No. 60	To be sent to Record Room (a).	"	

No.	Description	Paragraphs	T.F. No.	To be sent to Record Room (a).	To be destroyed after three years.
12	Salary Cash Account Book (with Pay and Allowance Return of Force and Pay Abstract in one file)	Paragraphs 743 to 747.	T.F. No. 47	To be sent to Record Room (a).	To be destroyed after three years.
13	Register of Contingent Charges.	Paragraph 724.	T.F. No. 47	To be sent to Record Room (a).	To be destroyed after three years.
14	Bill Register ..	Paragraph 721.	Ad. 48	To be destroyed in office (a).	To be destroyed after three years.
15	Treasury Pass Book	Paragraphs 722 and 723.	T.F. 47A	To be destroyed in office (a).	To be destroyed after three years.
16	Register of Advances from the Office Permanent Advance.	Paragraph 724.	Ad. 47	To be destroyed in office (a).	To be destroyed after three years.
16a	Register of Long-term Advances.	Paragraph 724a.	Ad. 47b	To be destroyed in office (a).	To be destroyed after three years.
17	Court Attachment Register.	Paragraph 726.	Ad. 49	To be destroyed in office (a).	To be destroyed after three years.
18	Travelling Allowance Register.	Paragraphs 748 to 749.	T.F. No. 45a	To be sent to Record Room (a).	To be destroyed after three years.
19	Register of Professions Account of Receipts and Expenditures relating to fees realized on account of Police supplied to private luncheon theatres, etc.	Paragraphs 818, and Appendix A-35	Ad. 100	To be kept in office.	To be destroyed after three years.

(a) At the beginning of the second year after the date of last entry.

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APPENDIX A-XXI—contd.  
List of Registers—contd

Serial No. (1)	Title of Register (2)	References (3)	Guard Book No. (4)	Method of disposal (5)	Class (6)	Remarks (7)
	<i>Administration Branch—contd.</i>					
20	Character and Service Roll.	Paragraphs 827 to 833.	Ad. 16	"		
21	Long Roll	Paragraphs 834 and 835.	Ad. 17	"		
22	Seniority Roll	Paragraphs 836 to 843.	Ad. 18	To be sent to Record Room (4). To be kept in office.	Twenty-five years.	To be destroyed three years after the officer has died or left the force.
23	Hospital Register	Paragraphs 842 to 844.	Ad. 11	To be destroyed in office (4). To be kept in office.	"	To be renewed when a fresh volume is required by expiring the usual information for the odd ones which should then be destroyed.
24	Service Record	Paragraphs 845 to 849.	T. P. No. 13		"	These may be given to officers who resign or are discharged without fault. In the case of officers removed they are destroyed after three years. In the case of officers who apply for pension they are submitted as part of the pension papers.
25	Register of Letters Received.	Paragraph 850.	Misc Gen. 10	To be sent to Record Room (4).	B	
26	Register of Letters Issued	Do.	Misc Gen. 11		B	

22	Despatch Book (Local)	Paragraphs NS1	Misc. Gen. 12	To be destroyed in office (a)	"	
23	Despatch Book (Tomb)	Do.	Misc. Gen. 13	Do.	"	
29	Register of Books and Publications received	Paragraphs NS2	Ad. 162	To be kept in office.	A	
30	Catalogue of Books "	Paragraphs NS3	Misc. Library 1	To be kept in Library	"	
31	Circular Order Files (A and (B).	Paragraphs NS4 to NS6	"	To be kept in office.	A	
32	General Order Book "	Paragraphs NS7 to NS9.	Admiral's Book	To be sent to Record Room	A	
33	Register of Correspondence Files	Paragraph NS10	Misc Gen 9.	To be sent to Record Room with files.	A	
34	Confidential Files of Officers	Paragraphs NS11 to NS14.	Misc. Gen 2.	To be kept in confidential	"	To be destroyed as laid down in Appendix A-XX.
35	Index file of land acquired or alienated by District Police Officers and Clerks and their dependants.	Paragraphs NS15 to NS17	Av. 03	admiral's. To be kept permanently in the office.	A	

(a) At the beginning of the second year after the date of last entry.

APPENDIX A--XXI--concl'd.  
List of Registers--concl'd.

Serial No.	Title of Register.	Reference	Guard Book No.	Method of disposal.	Class.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Administrative Branch-- concl'd.					
36	Tungel Practice Register	Paragraph 873.	Ad. 25.	To be destroyed in office (4h).	"	
37	Stock Book of Firearms and Registers.	Paragraph 873.	Misc. Gen. 14.	To be sent to Record Room (4h).	B	
38	Stock Book of Stenography	Paragraph 874 to 877.	Misc. Gen. 35.	Do.	B	
39	Locks and Keys	Paragraph 878.	T. & No. 21h.	To be kept in office.	"	
40	Register of Registers to Use Record Room.	Paragraph 879.	Judl. Gen. 5	To be kept in Record Room.	A	
41	File of Inspecting Notes	Paragraph 880.	"	Do.	B	
42	Register of Deposited Arms.	Paragraph 881.	Ad. 26 Pol. 48	To be destroyed in office (4h).		
43	Register of Deposited Firearms sent out.	Paragraph 881.	Ad. 27	Do.		
44	Stock Book of Government Firearms.	Paragraph 883.	Ad. 23	To be sent to Record Room (4h).	B	
45	Muzzling Account	Paragraphs 884 to 886.	Pol. 78	Do.	B	



46	Register of Police Stores	Do.	Pol. 18	To be sent to Record Room (a).	B
47	Stock Book	Paragraphs 817 to 819.	Pol. 18	Do.	A
48	Fits of buildings in charge of Police.	Paragraph 9, O.	"	To be kept in office.	A
49	Orderly-Room Register	Paragraph 214.	A.S. 25	To be dis- posed in office (a).	Duplicate copy to be kept in each Police Station.

(a) At the beginning of the second year after the date of last entry.

(b) At the beginning of the second year after all items have been disposed of or accounted for.

## APPENDIX A-XXII.

## THE DISTRICT ANNUAL REPORT.

*Report on the Police Administration of the  
for the year*

*District*

## PART I.—ADMINISTRATION.

Explain and comment on variations in the totals, and on important variations in the other columns from the figures of the previous year under each of the following sections, of which the headings are taken from the statements prescribed by the Government of Burma. When the figures are normal, and there is nothing of interest or importance to note, the section should be left blank.

1. *Sanctioned Strength of Police Force (Statement D columns 3—15)*

Under this head, supply any important details not shown in Statement E, e.g., the number of police paid for by bonus or private persons, or employed by the Public Works Department, or other departments, and particulars of any local police not classed as "regular."

2. *Cost of Police (Statement D columns 16—20)*

The cost of the force for the calendar year should be quoted and commented on, and similar figures should be given in columns 16—20 of the statement.

3. *Statistics of the Arm, etc. (Statement D, columns 19—21)*4. *Proportion of the Police engaged on prevention and detection of crime  
(Statement D, columns 26—27)*5. *Sanctioned and Actual Strength (Statement E, columns 2—5).*

Explain deficiency, if any, and mention anything noteworthy about recruitment, especially as regards the type of recruit being enlisted.

6. *Armament (Statement E, columns 6—8).*7. *Penalments, Remarks and Police Relations with the Public.*

The conduct of the men generally and their attitude towards the people should be noticed. Special mention should be made of any structures on the conduct of the force by superior administrative, or judicial officers, and of any serious complaints in the public Press or elsewhere. Any allegations of torture should be fully reported on.

The number of officers promoted should be mentioned, the number who passed out from the Provincial Police Training School being shown separately from those who have risen from the ranks. The rewards granted by Courts under the Excise, and similar Acts should also be mentioned, these rewards being shown separately from those granted departmentally.

8. *Education and Training (Statement E, columns 23 and 24)*

In addition to the figures contained in columns 23 and 24 of the prescribed statement, information should be supplied regarding the local system of training.

For this purpose the following tables are required :—

*Table showing the number of Constables doing recurrent training during the year.*

Number of men trained.	Number of men who obtained higher grade certificates.

*Table showing the number of Recruits trained during the year, vide paragraphs 1171 to 1175, Burma Police Manual, Volume II*

(1) Number of recruits who entered the Training Depot during the year (including recruits) remaining from the previous year to complete the course of instruction or for further instruction on account of failure to pass the qualifying examination.	(2) Number of casualties before completion of the course of instruction.	(3) Number of recruits who appeared for the qualifying examinations.	(4) The class of certificate they obtained.			(5) Number of recruits discharged on account of failure to pass.	(6) Number of recruits remaining in the Training Depot to complete the course of instruction, or remaining for further instruction on account of failure to pass the qualifying examination.
			1st	2nd	3rd		

*Table showing results of the Half-yearly Examination for Certificates, vide paragraph 1177 of the Burma Police Manual, Volume II*

Number of Constables who entered.	Number who obtained certificates.		
	First Class.	Second Class.	Third Class.
(1)	(2)	(3)	(4)

*Table showing Results of the Yearly Examinations for Promotion to Head Constables and Station-Writer, vide paragraphs 1182 to 1184, Burma Police Manual, Volume II.*

Number of men who entered for Head Constables' promotion examination.	Number who passed.	Number of men who entered for Station Writers' promotion examination.	Number who passed.
(1)	(2)	(3)	(4)

*Table showing the number of Head Constables, Constables and Recruits who underwent the Annual Course of Musketry and results of firing with Ball Cartridge.*

Number of men exercised.		Number of men not exercised.		Total Number of points scored.	Figure of merit.
Old men.	Recruits.	Old men.	Recruits.		
(1)	(2)	(3)	(4)	(5)	(6)

**NOTE.**—To obtain the figure of merit (column 6) divide the total number of points obtained (column 5) by the total number of old men and recruits (columns 1 and 2).







For the purposes of this return a village or town will be counted only once irrespective of the number of visits paid to it.

## PART II —CRIME AND THE WORKING OF THE POLICE.

### 14. Cognizable Crime.

Here review generally the state of the district as regards cognizable crime during the year, comparing the statistics with those of previous years and noting the prevalence of any particular form of crime, explaining as far as possible any marked increase or decrease. The section should be illustrated by the following table.—

*Table showing the number of true cognizable cases disposed of during the year compared with the previous year.*

	Class,		Number of true cases disposed of in 19	Number of true cases disposed of in 19	Increase	Decrease	Remarks.
	(1)	(2)	(3)	(4)			(6)
I							
II							
III							
IV							
V							
Total							

**NOTE.**—The number of true cases disposed of during the year must be given (Column 17, Statement A, Part II).

Comment on increase or decrease under each head of crime.

### 15. General Results of Police Work (Classes I to V, Statement A).

This section is confined to the working of the police in police cases, that is in cases reported to the police. Notice the number and proportion of cases out of those reported to the police in which the police refused to investigate under section 157 (b), Criminal Procedure Code (column 6, Statement A, Part II). Compare the results of previous years and comment on the working of the force, its successes and failures. Cases in which convictions have been reversed on appeal or revision should be excluded from the total of convictions.

### 16. Offences specified in Statement A.A.

Comment on the figures for the year under report and compare them with the figures of the previous year.

Comment on any increases or decreases and on the degree or activity shown by the police in respect of offences under this head.

### 17. Important Crimes.

- Comment on the figures relating to each of the particular classes of crime mentioned in the seven items of the Annual Crime Statement C-1 and compare with the figures of the previous year.

Give a brief account of really important crimes and comment on the most noteworthy and salient features of each case.

Cases in which firearms were used should receive especial attention and be fully described.

Notice the figures in Statement C-I relating to the recovery of property taken in dacoities and robberies. The number of true cases of important crime (as shown in the Statement C-II) investigated by the Superintendent and by each Assistant Superintendent and Deputy Superintendent and the assistance rendered by village headmen should be mentioned.

Give the number of resistances by village headmen and villagers in cases of dacoities and important crime robberies and state what form the resistance took and whether it was successful, partially successful or a complete failure.

State whether defence schemes are in force in the district, and if not, why not. If in force, the occasions which they were used and the success, if any, attained should be mentioned. The application of the punitive section of the Village Act and Regulations should also be mentioned.

Give an account of any organised gangs of dacoits and of the measures taken to deal with them.

If the Inspector-General of Police or a Deputy Inspector-General ordered any special form of crime, except those mentioned below to be classified as "important" under paragraph 1754, Burma Police Manual, Volume II, comment should be made and an account of the crime given.—

*Table of true important crimes and of the use of firearms in connection therewith.*

Offences.	Number of important crimes in 19	Number of cases in which firearms were used in 19
1. (a) Murder by dacoits ... ..	...	...
(b) Murder by robbers ... ..	...	...
(c) Murder by poison ... ..	...	...
(d) Other murders ... ..	...	...
2. Dacoity and attempted dacoities ... ..	...	...
3. Preparation and assembly for dacoity ... ..	...	...
4. (a) Robbery in which firearms were used ... ..	...	...
(b) Suspected to have been committed by criminals for whom History Sheets have been opened, ... ..	...	...
(c) In which property to the value of Rs. 250 or over is taken. ... ..	...	...
5. Attempted robberies in which firearms were used ... ..	...	...
6. Kidnapping human beings for ransom ... ..	...	...
7. Arson or scuttling ship with an intent to defraud an Insurance Company or any person, of a sum of Rs. 10,000 or over, ... ..	...	...
8. Section 126. Railways Act, cases which ordinarily involved the despatch of a Class A Message, i.e., train wrecking, deliberate attempts at train wrecking, etc. ... ..	...	...
Total ... ..	...	...



## 17A. Ordinary Robbery.

Comment on the figures for the year under report. Compare the figure of previous year and comment on any increase or decrease. The section should be illustrated by the following table :—

*Working results in cases of Ordinary Robbery for the year 19*

Cases.													
(1)	Number pending from previous year.	(2)	Number reported during the year	(3)	Number in which investigation was refused.	(4)	Number remaining for investigation (columns 1 + 2 - 3).	(5)	Number proved or declared to be false.	(6)	Number due to mistake of law or fact or declared non-prosecutable.	(7)	Number pending at the end of the year.
True Cases.													
(8)	Convicted.	(9)	Discharged or acquitted.	(10)	Not detected or apprehended.								
(11)	Total true cases (columns 8 + 9 + 10).	(12)	Total Magistrate's true cases.	(13)	Total Magistrate's cases ending in conviction.								
(14)	Grand total of true cases (columns 11 + 12).												

## Persons.

(15)	Persons in custody pending trial or investigation, etc., at the beginning of the year	(16)	Arrested by the Police during the year.	(17)	Released under section 160, C.P.D.	(18)	Released by Magistrate Order before trial	(19)	Number of persons finally dealt with (columns 15 + 16 - 17 - 18)	(20)	Number of persons tried.	(21)	Number of persons convicted.	(22)	Number acquitted or discharged.	(23)	Number in custody pending trial or investigation or on bail at the end of the year	Persons concerned in Magistrate's Cases.			(27)	Remarks.
(24)	Number arrested	(25)	Number convicted	(26)	Number acquitted or discharged																	

**NOTE.**—The figures entered in the columns of this table should tally with the figures entered in columns against Serial Nos. 26 of Statement A, Parts I and II, minus the figures entered in the columns of Statement C (I) against Serial Nos. 4 (a), (b), (c) and 5.

## 18. Murders.

Comment on the four classes of murders detailed in the table of the preceding section, discussing the success or otherwise of police action in connection therewith. Special notice should, however, be given to the figures for murders by dacoits, robbers and by poison.

The statistics required in the following table should be entered with such remarks as may be necessary:—

*Table showing motives, weapons, etc. (Murder under sections 302 and 303, Penal Code, for the year 19*

District.	No. of true murders dealt with.	Motive.										Weapon used.		
(1)	(2)	(3) Jealousy.	(4) Grudge.	(5) Drink.	(6) Revenge.	(7) Boastment.	(8) Spite.	(9) Women.	(10) Gain.	(11) Others.	(12) premeditated.	(13) Unpremeditated.	(14) Gun.	(15) D.A.

District.	Weapons used.							Locality.		No. of cases and the month of year committed				Remarks.
	Sick.	Painted bamboo.	Spoken.	Aw.	Daggon.	Kash.	Other.	Urban.	Rural.	January to March.	April to June.	July to September.	October to December.	
(1)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)

Column 1—Enter cases shown in Column 17 against S.N. 11 of Statement A, Part I.

Column 2—Columns 3+4+5+6+7+8+9+10+11.

Column 2—Columns 12+13.

Column 2—Columns 14+15+16+17+18+19+20+21+22.

Column 2—Column 23+24.

Column 2—Columns 25+26+27+28.

### 19. Cattle-theft.

State the number and value of cattle stolen and the number and value of cattle recovered, and comment on the figures relating to the recovery of stolen cattle. Comment on the steps taken to put down this form of crime, assistance rendered by villagers, and the like.

## 20. Ordinary Tach.

Comment on the figures relating to the value of property stolen and of property recovered. A section should be added, giving details, with comments, of cases of house-breaking or lurking house-trespass in which theft was the motive, and the value of property stolen and of property recovered should be stated.

### 21. Offense under the Export Act.

Under this section and the next, notice the extent to which smuggling prevails and the manner in which it has been dealt with by the Police as well as by the Excise Department. State the largest sources of liquor and notable seizures of Ganja and Cocaine in a single case made by the Police and Excise Departments and state separately the number of true cases dealt with by the Police, Excise and other Departments.

## 22. Offences under the Obscene Act.

State the amount of opium seized during the year and the largest seizure made in any one case.

Report fully on the working of section 3 of the Burma Opium Law Amendment Act of 1909 and give details as to the number and class of persons prosecuted and the number of persons convicted.

Table showing the number of cognisable and non-cognisable cases under the Opium Act and the Dangerous Drugs Act dealt with by the Police, Magistrates and others during the year 19

[illegible]

### 23. Offences under the Gambling Act.

Note information available, if any, as to the connection between gambling and crime. State whether gambling is specially prevalent in any locality, and, if so, what measures have been and are being taken to suppress it and the extent to which Magistrates have sanctioned prosecutions under section 17 of the Gambling Act. The number of true cases dealt with and convicted under section 17 of the Gambling Act should be stated.

### 24. Offences under the Arms Act.

Notice any special measures taken to trace and capture unlicensed firearms. The number of licensed firearms in the district at the close of the year and the number of firearms seized from or surrendered by persons who were not authorized to possess them with a brief description of such firearms should be given.

### 25. Non-cognizable Crime.

State in the following form the number of cases in the year of report and the previous year.

*Comparative Table of Non-cognizable Crime.*

Sl.	Class.	Number of true cases in		Increase.	Decrease.
		19	19		
	(1)	(2)	(3)	(4)	(5)
I	...				
II	...				
III	...				
IV	...				
V	...				
VI†	...				
Total	...				

\* Cases under "Special Local Laws" should be included.

† Column 6 minus (total of Columns 7, 8, 9 and 10 of Statement B, Part I).

### 26. Regulation and Control of Motor Traffic.

Full comment should be made on the working of the Motor Vehicles Act and Rules and the action taken by the Police to enforce the Rules. The following comparative figures should also be furnished :—

- (1) The number of vehicles registered stating type of vehicle.
- (2) The number of licences issued.
- (3) The number of licences dealt with by District Superintendent of Police for offences.
- (4) The number of motor accidents whether fatal, grievous or simple and action taken by the Police in each case.
- (5) The number of prosecutions under sections 279, 304A and 336—338, Penal Code, in connection with motor vehicles and the results.
- (6) The number of non-cognizable cases under the Motor Vehicles Act and the results.



The figures required should be tabulated in the following Forms :—

Comparative statement showing the number of registered Vehicles, the number of Licenses issued, and the number of Licenses dealt with by District Superintendents of Police for offences for the year 19

**Number of Vehicles registered, showing type of Vehicle.**

(1) Motor Cars		(2) Motor Cycles,		(3) Motor Lorries and Tractors.		(4) Motor Omnibuses		(5) Motor Taxis.		(6) Total i.e., Columns 1 + 2 + 3 + 4 + 5.	
19	19	10	19	19	19	10	19	10	19	19	19

**Total number of Licences in District.**

(1) Motor Cars.		(2) Owner Driving Licenses.		(3) Professional Licenses.		(4) Mixed Motor Vehicle License- cars.		(5) Omnibus Conductors Licenses.		(6) Learner's Per- mits		(7) Total (i.e., Co- lums 2 + 3 + 4 + 5 + 6 + 7).		(8) Number of Lice nse holders dealt with by Police.	
10	20	10	10	10	10	10	20	10	10	10	10	10	10	10	10





**22. Police Surveillance over History Sheet Criminals and Conditionally Released Prisoners.**

District.	Class of Criminals.	Number of Criminals under surveillance at the end of 19	Number of Criminals brought under Surveillance during 19	Total of columns 3 and 4.	Number referred to Holist livehood and History Sheets discontinued.	Number emigrated or died during the year.	Total number of Surveillance Criminals (columns 3 and 7) whose History Sheets have been discontinued.	Number reconvicted and imprisoned during the year	Total number under Police Surveillance	Number in jail.	Total number at expiry of whose sentences are not known.	Total at end of 19 (Total of columns 10 to 12)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	<b>"A" Class Criminals.</b>											
	1. Restricted persons.											
	2. Members of Criminal Tribes.											
	3. Conditionally released prisoners and persons on security under section 110, Criminal Procedure Code.											
	<b>Total ...</b>											
	<b>"B" Class Criminals.</b>											
	(Persons believed or suspected to be dangerous criminals or organisers of serious crimes.)											
	<b>GRAND TOTAL</b>											

**NOTE.**—The totals entered in column 13 should agree with the total of columns 3 minus the total of column 6.

A separate report should be made on "A" Class and "B" Class Surveillance Criminals. Any material increase under the latter category should be explained in detail the reasons for and the causes of the increase being given. The manner in which surveillance has been exercised and the extent to which the surveillance is





**30. Identification of old Offenders** *i.e.*, all persons who have been previously convicted of any offence under Chapters XII and XIII, Penal Code, and are reconvicted during the year.

Enter the following table with such remarks as may be necessary, comment on and explain, if possible, special success or failure. State to what extent the system of identification by using finger impressions have been applied and what successes have been attained in identification by means of it :—

*Table of Identification of old Offenders.*

District.	Number of persons reconvicted for the									Total.
	First time		Second time		Third time		Fourth time and over			
	Identified by the Police before sentence	By the jail officials after sentence	Identified by the Police before sentence	By the jail officials after sentence	Identified by the Police before sentence	By the jail officials after sentence	Identified by the Police before sentence	By the jail officials after sentence		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

**31. Village Headmen and Rural Police.**

State to what extent village headmen and circle *thugays*, as well as *yungoungs* and *ten-house-guards*, have given assistance to the Police in the prevention and detection of crime and in resisting dacoits or robbers, whether they have been rewarded suitably and whether their relations with the Police are satisfactory. State separately the total number of village headmen, *ten-house-guards* and villagers rewarded for assistance rendered to the Police. The working of the Police Advisory Committees should also be commented on in this section.

**32. Escapes from Police Custody**

Enter the number of persons who escaped during the year—

- (a) from Police escorts,
- (b) from Police lock-ups or Police Stations,
- (c) from hospitals,
- (d) from villagers.

and the number recaptured. Also mention the number of Civil and Military Police responsible for the escapes, their rank, and the punishment, if any, inflicted.

**33. Punitive Police**

State particulars of any additional force quartered as a punitive measure, the strength, cost, and period for which entertained, with reasons for its imposition.

34. *Services of Officers.*

The name of the District Superintendent in charge of the district during the year, or, if there have been more than one the names of each together with the periods during which he held charge should be entered. The names of those of the rank of Assistant Superintendent, Deputy Superintendent, Inspector and Sub-Inspector, who have done good work during the year may also be mentioned in their order of merit. Should it be those who have distinguished themselves by bad work or conduct, should also be mentioned. In the former category the work done by each officer should be briefly described, e.g. one either may be a good disciplinarian, another a good detective, a third may have distinguished himself by bravery, whilst a fourth may, through his influence and harmonious relations with headmen and the people, have succeeded in suppressing crime, etc. In the latter category the exact nature of the work and conduct of the officer should be briefly described.

35. *Military Police.*

District Superintendents should enter such remarks as they may have to make concerning the Military Police under their orders, noting the duties which they perform and the extent to which they have been of use in the suppression of crime or otherwise. The discipline and conduct of the men and their relations with the people should be specially noticed. The sanctioned and actual strength of the Military Police on the 31st December of the year under report and their distribution should also be given. The report should be forwarded separately, through the Deputy Commissioner and Commissioner to the Battalion Commandant concerned, who will forward with his remarks to the Inspector-General of Police.

NOTE.—The Provincial Police Administration Report submitted to the Office of the Inspector-General of Police will deal with the same subjects, dealing as far as possible the inclusion of any local tables. It will however, include a brief resume of the more important orders issued during the year of review.

## APPENDIX A. XXIII.

## STATEMENTS TO ACCOMPANY THE ANNUAL REPORT

*Statement A.—Return of Cognizable Crime (Form Ad. 1).*

*Part I.—Return of Cases.*

*Part II.—Return of Persons concerned in cases.*

*Statement Aa.—Return of Cognizable Crime i.e., offences not specified in Statement A (Form Ad. 1A).*

*Part I.—Return of Cases.*

*Part II.—Return of Persons concerned in cases.*

*Statement B.—Return of Non-cognizable Crime (Form Ad. 2).*

*Part I.—Return of Cases.*

*Part II.—Return of Persons concerned in cases.*

*Statement C.—Property Stolen and Recovered (Form Ad. 3).*

*Statement C1.—Working results in all cases of important crime (Form Ad. 3B).*

*Statement D*—Return showing Strength and Cost of Police (Form Ad. 4).

*Statement E*—Return showing equipment, discipline, and general internal management of the force (Form Ad. 5).

Full instructions for the compilation of Statements A, AA and C are given in Chapter XV.II of the Burma Police Manual, Volume I. Statement B should be compiled in accordance with the instructions issued for its completion to District Magistrates.

*Statement D.*—(Form Ad. 4).

*Column 2*—Figures for this column will be entered in the office of the Inspector-General of Police.

*Columns 3 to 16*. The exact sanctioned strength of the Police Force of the district, paid for wholly or in part from Imperial or Provincial Revenues as it stands on the 31st December of each year should be shown in these columns and their total in column 17.

**NOTE.**—Columns 1 to 17 should be completed at the same time as the annual statement statement is prepared in order that the figures in these columns may agree with the corresponding figures in the latter statement.

*Column 18*—The exact cost of the actual (not sanctioned) strength of the force entertained during the financial year and payable from Imperial and Provincial Revenues should be shown. The cost of the force include—

- (a) Pay.
- (b) Horse and travelling allowance and all other allowances.
- (c) Contingencies of the District Police Force as well as the cost of the clerical establishment of District Superintendents.

Cost of controlling officers and their establishments will be added to the Provincial statement in the office of the Inspector-General of Police.

*Column 19*.—Will show the cost as detailed above, payable from other sources than Imperial or Provincial.

*Column 20*—Figures entered in this column will equal the total of columns 18 and 19.

*Columns 21, 22 and 23*—Figures for these columns should be obtained from the last Census report.

*Columns 24, 25, 26 and 27*—Are self-explanatory.

*Column 28*—Will show the total of column 7 minus column 10 of Statement A, Part I.

*Column 29*.—Is self-explanatory.

*Statement E.*—(Form Ad. 5)

**NOTE.**—In this return the total number of "Major" punishments inflicted and not the number of men punished must be entered.

For the the purposes of this return major punishments include—

(a) Reduction—

- (i) to any place in the force in which he is serving, i.e., on the same pay, only seniority being affected;



- (ii) to a lower stage in the same time-scale permanently or temporarily, i.e., by reduction in pay by one or more increments.
- (iii) to lower rank.

Note.—See paragraph 190 (4) of the Burma Police Manual, Volume I.

- (b) Removal.
- (c) Dismissal.

Minor punishments are not to be entered.

Columns 2, 3, 4 and 5.—The sanctioned and actual strength of the Police force excluding District Superintendents, Assistant Superintendents, and Deputy Superintendents as it stands on the 31st December of each year should be shown. Inspectors, Sub-Inspectors and European Sergeants, should be shown in the column "Officers." Station Writers, Head Constables and Constables should be shown in the column "Men."

Columns 6, 7 and 8.—These columns will show the sanctioned number of firearms in the districts.

Note.—Columns 1 to 8 should be completed at the same time as the annual statement prepared in the District Headquarters. These columns may agree with the corresponding figures in the latter statement.

Private weapons owned by Police Officers should not be included in the annual statement.

Columns 9 and 10.—In these columns departmental dismissals and removals only should be shown. Dismissals and removals consequent on magisterial conviction and desertion should not be shown. A note should be made showing the number of officers and men—

- (a) departmentally dismissed.
- (b) departmentally removed.

Columns 11 and 12.—All departmental major punishments as detailed in note above other than dismissals and removals, should be shown.

Columns 13 to 20.—Are self-explanatory, but a note should be made showing the number of officers and men—

- (a) dismissed as a result of conviction.
- (b) removed as a result of conviction.

Column 21.—Ordinary steps of promotion to officers and men to fill up vacancies should not be shown. Only promotions given as a reward for some specified act of merit should be entered.

Column 22.—In addition to rewards paid departmentally, money rewards granted by Magistrates under the provisions of any special or local law and number of good service certificates, granted during the year should be included.

Columns 23 and 24.—Are self-explanatory.

Columns 25 to 29.—Re-enlistments within one year of resignation or discharge, and where the Inspector General has expressly noted the continuation of previous service to war is personal, should not be entered as a first enlistment in column 25, but in column 26, 27, 28 or 29, according as to the length of

previous service of the person re-enlisted, *e.g.*, 1 year and under 2 years, 2 years and under 3 years, 3 years and under 5 years, and 5 years and over respectively.

**Columns 30 and 31**—Are self-explanatory.

**Column 32**—Ad dismissals and removals, whether departmentally inflicted or consequent on magisterial conviction, excepting dismissals and removals consequent on desertion, should be entered. The number of (a) dismissals, and (b) removals should be stated in a foot-note.

**Column 33**—In this column discharges on a count of physical or mental incapacity should be shown. Punishments, such as removal and resignations, should not be shown as discharges.

**Column 34**. In this column the number of desertions taking place during the year should be shown. A note should be added mentioning the number of deserters brought to trial and convicted.

**Column 35**.—Is self-explanatory.

**Columns 36, 37 and 38**—Show "percentages" and not actual figures. A foot-note should, however, be made showing the actual number of admissions into hospital during the year.

Method of calculating the percentages in columns 36 and 37, Statement E of the Police Administration Report.

In column 36 the percentage on the total actual strength of admissions into hospital is required, and is arrived at by multiplying the total number of admissions by 100 and dividing by the total actual strength.

In column 37 the percentage on total actual strength of the daily average number of men absent from duty on account of sickness is required. The total number of days spent in hospital by the total number of admissions should first be calculated. This figure divided by 365 will give the daily average number of men sick in hospital, this daily average multiplied by 100 and divided by the total actual strength of the force will give the percentage required.

**Example.** Assuming that the actual strength of a force is 506, that the total number of admissions into hospital is 68 and that the total number of days spent in hospital by these 68 admissions is 292.

The percentage required in column 36 will be—

$$\frac{68 \times 100}{506} = 13.44$$

The percentage required in column 37 will be—

$$\frac{292 \times 100}{365 \times 506} = 0.43$$

**NOTE.**—Statements D and E of the Provincial Police Administration Report should exhibit figures for all detachments in the Province, including the Northern and Southern Star State Ciskei Hills Railway Police, Colonial Investigation Department and Provincial Police Training School.

## APPENDIX A-KXIV

*List of Periodical Reports, Returns and Indents due from District Superintendents of Police.*

Serial No.	Description of report, or return	Date on which due	Channel of submission.	By whom to be dealt with.
(1)	(2)	(3)	(4)	(5)
	<b>MONTHLY</b>			
1	Countersigned Contingencies under Police Food Supply.	7th of each month.	Direct	Superintendent of Police Supplies.
2	Countersigned Contingencies under "Z" Ports and Pilots—Purchase of Marine Stores Fuel, etc.	7th of each month.	Do.	Nautical Adviser to Government of Burma.
3	Return of Force and Panchayats.	10th of each month.	Deputy Inspector-General of the Range.	Inspector-General of Police, Burma.
4	Return of Deaths of European Officers including Members of the Civil Service of India and Pensioners.	10th of each month.	Do.	Do.
5	Statement of contribution due and realized on account of additional Police Forces regularly supplied to Public Departments, Private Bodies, etc.	10th of each month.	Direct	Do.
6	Statement of Receipt and Expenditure.	7th of each month.	Do.	Do.
7	Result of inspections of the Register of Receipts and Sales of Arms and Ammunition of Licensed vendors in Headquarters District and Subdivisional Police Officers or District Superintendents of Police.	15th of each month.	Do.	Deputy Commissioner, paragraph 961
8	Confidential Monthly report of the District Superintendent of Police, or Assistant Superintendent of Police or Deputy Superintendent of Police in independent charge of a district.	15th of each month.	Deputy Commissioner and Commissioner.	Deputy Inspector-General of the Range.
9	Abstract statement of Head Clerks of the District Police Offices in Burma.	10th of each month.	Direct	Inspector-General of Police, Burma.

*List of Periodical Reports, Returns and Indents due from District Superintendents of Police—contd.*

Serial No. (1)	Description of report or return, (2)	Date on which due, (3)	Channel of submission, (4)	By whom to be dealt with (5)
	<b>BI-MONTHLY</b>			
1	Statement of probable savings and excesses in the Civil Police Budget grants of District at the end of July, September, November and January.	1st week of August, October, December and February.	Direct.	Inspector General of Police, Burma.
	<b>QUARTERLY</b>			
1	Statement of Inspections performed during the quarter	15th January, 15th April, 15th July and 15th October	Deputy Commissioner.	Deputy Inspector-General of Police.
2	Result of Inspections of Registers of Receipts and Sales of Military Stores of Licensed vendors by Subdivisional Police Officers, Circle Inspectors or Town Inspectors.	End of each quarter.	Direct	Deputy Commissioner, vide paragraph 977
3	Result of Inspections of the Explosives Registers of Receipts and Issues and places of storage of explosives licensed by the Circle Inspector of Police or the Subdivisional Police Officer where there is no Circle Inspector of Police.	End of each quarter.	Do. —	Deputy Commissioner, vide paragraph 972a
4	Statement showing the name and designation of the officer, and amount of service taxes recoverable from him whenever any charges are incurred in respect of rent (including service taxes) on hired quarters for Government servants.	By the 15th day of January, April, July and October of each year	Do. —	Accountant-General, Burma.



*List of Periodical Reports, Returns and Indents due from District Superintendents of Police—contd.*

Serial No.	Description of report or return.	Date on which due	Channel of submission.	By whom to be dealt with.
(1)	(2)	(3)	(4)	(5)
	<b>QUARTERLY—contd.</b>			
5	Statement showing particulars in respect of British Soldiers holding appointments carrying special rates of pay.	By the 5th day of January, April, July and October of each year.	Direct —	Accountant General, Burma.
	<b>HALF-YEARLY</b>			
1	Index to the Notices in the <i>Police Crime Gazette</i> of the preceding six months from the Register of Prisoners conditionally released and the Hue and Cry Index.	1st January and 1st July.	Direct —	Deputy-Inspector-General for Railways and Criminal Investigation Department.
2	Indent for Clothing —	1st January for first half-year from 1st April to 30th September and 1st July for second half-year from 1st October to 31st March.	Do. —	Superintendent of Police Supplies.
3	List of Police Officers recommended for Indian Titles.	15th July and 15th December.	Deputy Commissioner, Commissioner and Deputy Inspector-General of Police of the Range.	Inspector-General of Police.
4	List of Police Officers recommended for Burmese Titles.	1st October and 1st March.	Do.	Do.
4a	List of Police Officers and Clerks recommended for Certificates of Honour and other tokens of recognition	15th September and 15th February.	Do.	Do.

*List of Periodical Reports, Returns and Indents due from District Superintendents of Police—contd.*

Serial No. (1)	Description of report or return. (2)	Date on which due. (3)	Channel of submission. (4)	By whom to be dealt with. (5)
<b>HALF YEARLY—contd.</b>				
5	List of Police Officers who wish to or should appear for the examinations in Burmese and Hindustani at the Departmental Examinations held in June and November of every year.	15th March and 15th August.	Deputy Inspector-General.	Inspector-General of Police, Burma.
6	List of Police Officers who wish to or should appear for the examination in Criminal Law held in June and December of every year.	15th April and 15th October.	Do.	Do.
7	Recommendations for the I.S.O. and I.C.M.	1st September and 1st February.	Deputy Commissioner, Commissioner and Deputy Inspector-General of the Range.	Do.
8	Distribution list of all Sub-Inspectors of Police arranged in order of seniority.	10th May and 10th November	Direct	Deputy Inspector-General of the Range.
<b>YEARLY</b>				
1	* * *	*	*	*
2	Confidential Reports on Assistant Superintendents of Police, Deputy Superintendents of Police, Inspectors of Police and Sergeants of Police.	15th January	Deputy Commissioner, Commissioner and Deputy Inspector-General of the Range.	Inspector-General of Police, Burma.

*List of Periodical Reports, Returns and Indents due from District Superintendents of Police—contd.*

Serial No.	Description of report or return.	Date on which due.	Channel of submission.	By whom to be dealt with.
(1)	(2)	(3)	(4)	(5)
	<b>YEARLY—contd.</b>			
3	Return showing the quantity of High Explosives, Detonators and blasting powder in stock on the 31st December in Government Magazine.	1st February ..	Direct ..	Inspector-General of Police, Burma.
4	Direct copies of Annual Reports and Statements A to E and of all tables accompanying Annual Report.	15th February	Do. ..	Do.
5	List of non-garfielded officers 35 years of age.	1st March ..	Deputy Inspector-General.	Do.
6	Requisition for Oil, Lubricating (I.A. Form Z-2098).	1st March ..	Direct ..	Superintendent of Police Supplies.
7	Indent for Fish oil Soap	15th April ..	Do. ..	Do.
8	Statement showing all sums drawn before the close of the financial year and remaining undischarged on the 31st March.	1st week of April	(1) Inspector-General of Police, Burma. (2) Direct ..	Secretary to the Government of Burma, Finance Department. Inspector-General of Police, Burma.
9	Annual Report and Statements	15th April ..	Deputy Commissioner, Commissioners and Deputy Inspector-General of the Rango.	Do.
10	A certificate of check of the Stock Book, Police Register No. 47 (paragraph 993).	15th April ..	Deputy Inspector-General of the Rango.	Do.

*List of Periodical Reports, Returns and Indents due from District Superintendents of Police—contd.*

Serial No	Description of report or return.	Date on which due.	Channel of submission.	By whom to be dealt with.
(1)	(2)	(3)	(4)	(5)
	YEARLY— <i>contd.</i>			
11	Return of Arms and Ammunition.	15th April ...	Direct ...	Superintendent of Police Supplies.
12	Return of Accoutrements.			
13	Return of Miscellaneous Stores.			
14	Names and addresses of the next-of-kin of European and Anglo-Indian Gazetted and Non-Gazetted Police Officers including Sergeants and Sub-Inspectors.	1st May	Do.	Inspector General of Police, Burma.
15	Detailed Statement of Permanent Establishment on 1st April.	15th May ...	Do. ...	Accountant-General, Burma.
16	Certificate of verification of the records of service of non-gazetted officers.	15th May ...	Do. ...	Inspector-General of Police, Burma.
17	Recommendation for the grant of the King's Police Medal.	1st August ...	Deputy Commissioner and Deputy Inspector-General of the Range.	Do.
18	Recommendation for the grant of the Burma Police Medal.	1st August ...	Do.	Do.
19	Requisitions for practice ammunition (A. Form Z-2058).	May and June for Lower Burma and July and August for Upper Burma.	Direct ...	Superintendent of Police Supplies.



*List of Periodical Reports, Returns and Indents due from District Superintendents of Police—contd.*

Serial No. (1)	Description of report or return. (2)	Date on which due. (3)	Channel of submission. (4)	By whom to be dealt with. (5)
	YEARLY—contd.			
20	Indent for Police Printed Forms.	30th June	Inspector-General of Police, Burma	Superintendent, Government Printing, Burma.
21	Indents for Stationery.	15th August	Direct	Inspector-General of Police, Burma.
22	Amendments to the List of Police Stations and Outposts corrected up to 30th June, with their nearest Post and Telegraph Offices and Police Stations.	15th July	Do.	Do.
23	Budget estimate	15th August	Do.	Do.
24	Consolidated statement of Public Works Department Major Works costing Rs 10,000 and over from D.I.-G concerned.	10th September	Do.	Do.
25	Indents for Miscellaneous Printed Forms.	30th September	Inspector-General of Police, Burma	Superintendent, Government Printing, Burma.
26	Annual Statement of Probable Anticipated Savings in Civil Police Budget grants from 1st December to 31st March.	10th December	Deputy Inspector-General of the Range.	Inspector-General of Police Burma.
27	Certificate that the Magazine or Magazine containing explosives is in good condition and securely stored.	31st December	Deputy Inspector-General of Police of the Range.	Do.
28	Arms, Ammunitions and Military Stores received and sold during the year by licensed vendors.	To be fixed by Deputy Commissioner.	Deputy Commissioner.	Commissioner.

*List of Periodical Reports, Returns and Indents due from District Superintendents of Police—contd.*

Serial No. (1)	Description of report or return. (2)	Date on which due. (3)	Channel of submission. (4)	By whom to be dealt with. (5)
	<b>YEARLY—contd.</b>			
29	Result of inspection of Register of Receipts and Sales of Arms, Ammunition and Military Stores of Licensed Vendors by District Superintendents of Police.	To be fixed by Deputy Commissioner	Deputy Commissioner.	Commissioner, paragraph 1834
30	Return of losses of all Firearms and Ammunition during the year ending 31st December	1st January	Direct	Deputy Inspector-General for Railways and Criminal Investigation Department.
31	Annual recommendations for promotion to Deputy Superintendent of Police	1st December	Deputy Commissioner, Commissioner and Deputy Inspector-General of the Range.	Inspector-General of Police, Burma.
32	Annual recommendation for promotion to Inspector of Police (from D.I.-G. concerned).	1st December	Deputy Inspector-General concerned.	Do.
33	Report on officiating Inspectors and Deputy Superintendents of Police as to their fitness for retention in their officiating ranks.	1st July	Deputy Inspector-General of Police concerned.	Do.
34	Yearly Certificate of possession of secret documents received from the office of the Inspector-General of Police, Burma.	15th March	Direct	Do.
35	Yearly Certificate of possession of secret documents received direct from the General Staff, Burma Independent District, Maymyo, or from any other authority.	1st June	Do.	General Staff, Burma Independent District, Maymyo, or other officer concerned.

*List of Periodical Reports, Returns and Indents due from District Superintendents of Police—concl'd.*

Serial No. (1)	Description of report or return. (2)	Date on which due. (3)	Channel of submission. (4)	By whom to be dealt with. (5)
	<b>YEARLY</b> <i>concl'd</i>			
36	Copies of sanction of the Housing Committee, Commissioners of Division or Government, as the case may be, in the hiring of quarters for the Police Officers and men entitled to rent-free accommodation but for whom Government quarters are not available for the period from the 1st April to the 31st March of the succeeding year.	15th April	Direct	Inspector-General of Police, Burma.
37	Report on the health of women and children.	15th July	Do.	Do.
38	List of Petty Construction and Repairs works.	15th October	Do.	Do.
39	Annual return of offences under the Opium Regulations Act.	1st July	Do.	Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation.
40	List of holders of the Imperial Service Medal.	1st April	Do.	Inspector-General of Police, Burma.
	<b>TRIENNIAL.</b>			
1	Report regarding the number of arms and Armourer's tools inspected and not inspected by the Civil Chief Master Armourer and date of last inspection. (Due also from the D. G. for Railways and C.I. Burma.)	1st December every third year.	Do.	Inspector-General of Police, Burma.
	<b>Occasional Reports.</b>			
2	Handing over Note of Crime and Administration.	Before relief	Deputy Inspector-General of the Range.	Do.

## APPENDIX A-XXV

*List of Periodical Reports and Returns due to the office of a District Superintendent of Police.*

Serial No.	Description of report or return	Date in which due	From whom due	Reference.
(1)	(2)	(3)	(4)	(5)
<b>MONTHLY</b>				
1	Return of punishments inflicted in Subdivisions by Officers other than the District Superintendent of Police in manuscript	To be despatched as soon as received to the District Superintendent of Police's Office at the beginning of each month	Subdivisional Police Officer and Circle Inspector of Police	Burma Police Manual, Volume I paragraph 95.
2	List of prisoners to be released (Form Jail No 65).	To be despatched on the 15th of each month.	Superintendents of Jails.	Burma Police Manual, Volume I paragraph 325.
3	Travelling Allowance bill of Police Stations (Form <sup>Ac. 18</sup> Police No 70). <sup>*</sup>	To be despatched within a week of the following month.	Police Station Officer	Burma Police Manual, Volume I paragraph 1325
4	Dieting bill of Police Stations (Form <sup>Ac. 60</sup> Police No 28)	To be despatched as soon as possible after the 5th of each month	Do.	Burma Police Manual, Volume I, paragraph 1375.
5	Contingen and rent bills in manuscript.	To be despatched as often as may be necessary, but not less than twice a month	Subdivisional Police Officer, if any, or Police Station Officer	Burma Police Manual, Volume I paragraph 747.
6	List of all direct cognizable cases tried by Magistrate.	To be despatched as soon as possible after the close of each month.	District Magistrate.	Burma Police Manual, Volume II paragraph 1634
7	Return of Inspection of Register of Receipts and Sales of Arms and Ammunition of licensed vendors	15th of each month	Headquarters Assistant, or Subdivisional Police Officer	Burma Police Manual, Volume I, paragraph 96L.

\* May be submitted more frequently than once a month if local conditions so require



*List of Periodical Reports and Returns due in the office of a District Superintendent of Police contd.*

(1)	Description of reports or returns.	Date on which due.	From whom due.	Reference.
	<b>MONTHLY -contd</b>			
3	Hospital Returns issued by Police Station Officers (Form Ad 10).	20th of each month.	Police Station Officer.	Burma Police Manual, Volume II, paragraph 1101.
	<b>QUARTERLY</b>			
1	Return of arms, accoutrements and miscellaneous stores issued by the Police Supply Department (Form Police 9-8).	1st January, 1st April, 1st July and 1st October of each year.	Do.	Burma Police Manual, Volume II, paragraph 1189.
2	Statement of rewards paid to Police Officers by Magistrate under any express provision of law (in manuscript).	15th January, 15th April, 15th July and 15th October of each year.	Do.	Burma Police Manual, Volume I, paragraph 215. The information is required for the Annual Report.
3	Return of Inspections (Form Ad. 31).	To be despatched on the last day of each quarter.	Subdivisional Police Officer and Circle Inspector of Police.	Burma Police Manual, Volume I, paragraph 965.
4	Return of Inspections of Register of Receipts and Sales of Military Stores of licensed vendors.	End of each quarter.	Subdivisional Police Officer, Circle Inspector of Police or Town Inspector of Police.	Burma Police Manual, Volume I, paragraph 972.
	<b>YEARLY</b>			
1	Statement A, Parts I and II (Form Ad. 1).	15th January of each year.	District Magistrate.	Burma Police Manual, Volume I, paragraph 274.
2	Statement B, Parts I and II (Form Ad. 2).	Do.	Do.	Do.
3	Statement C (Form Ad. 3).	15th January of each year.	District Magistrate.	Burma Police Manual, Volume I, paragraph 274.

*List of Periodical Reports and Returns due in the office of a District Superintendent of Police—concl.*

Serial No.	Description of report or return	Date in which due.	From whom due	Reference.
(1)	(2)	(3)	(4)	(5)
4	<p><b>YEARLY</b> <i>rough.</i></p> <p>Statement showing number of licences to carry firearms issued during the year (in manuscript).</p>	Do.	Do.	Information required for the Annual Report, Appendix A XXII, Burma Police Manual
5	Return of Musketry practice (Form Ad 35).	To be despatched as soon as possible after the completion of the Annual Musketry Course.	Officer conducting practice.	Drill and Musketry Manual, paragraph 93 (10).
6	Return of furniture and miscellaneous stores not issued by the Police Supply Department (Form Miscellaneous 6-31).	1st January of each year.	Circle Inspector of Police, or Subdivisional Police Officer.	Burma Police Manual Volume II, paragraph 1393.

### APPENDIX A XXVI.

#### THE LEVY COLLECTION, EXPENDITURE AND ADJUSTMENT OF THE COST OF POSITIVE POLICE.

*Local Government Circular No 68, dated the 23rd August 1907*

The following rules for the levy, collection, expenditure and adjustment of the cost of additional police employed under sections 24-25 of Act VI of 1945 are circulated for the information and guidance of all officers concerned in supersession of the rules published in Judicial Department Circular No. 42 of 1895, as amended by Circular No. 26 of 1906.

2 It will be observed that Rules 1 and 16 have been amended to provide for the levy of pensionary charges in accordance with Article 386 (f), Civil Service Regulations.

*Rule for the Levy Collection, Extraordinary Adjournment of the Act of additional Police employed under Article 24 25 of Act VI of 1945.*

1. When it is considered that any area is in a disturbed or dangerous state or that from the conduct of the inhabitants or of any class or section of them it is to be expected that the maintenance of public order in the area, the Deputy Commissioner shall call upon the inhabitants of the area to show the police the number of police should be increased. If he deems the area should be maintained, he shall submit a statement to the Commissioner of the Division specifying the strength of the additional force required with an estimate of the cost. The statement and estimate shall be prepared in consultation with the Superintendent of Police of the District. The estimate shall show the proposed cost of the pay of the force and may include incidental charges which would be added in detail under the following heads —

(1) Cost of maintaining police stations in the area.

(2) Cost of clothing at  $\frac{1}{2}$  per cent per month on the monthly cost of the force of every rank for which the force is proposed to be maintained.

(3) Wear and tear of arms and ammunition i.e.  $\frac{1}{2}$  per cent per month on every month for which the force is proposed to be maintained the expenditure being calculated on the estimated monthly cost of the force.

(4) Other contingencies such as lighting, etc. (at  $\frac{1}{2}$  per cent of the monthly pay of the force).

(5) Travelling charges according to estimated requirements.

(6) Miscellaneous charges calculated in accordance with Rule 36 (a).

2. After scrutinizing the proposal and estimating the estimate, the Commissioner of the Division, if he approves the proposal and considers the estimate correct, shall forward them to the Inspector General of Police for submission to the Local Government.

3. The Inspector General of Police shall submit the proposal with the estimate to the Local Government with his report thereon.

4. If the proposal is approved the Local Government will issue the necessary notification to the District Officer specifying the strength of the force the total estimated cost to be recovered and the period for which the force is to be maintained.

5. On publication of the notification the Inspector General of Police shall issue the necessary orders for the maintenance of the force.

6. In accordance with sections 24 25 of Act VI of 1945 the Deputy Commissioner, after such enquiry as he may deem necessary shall issue the proportion which he deems to be paid by the inhabitants according to his estimate of the prospective demand. The amount to be so assessed shall be in two first instalments the exact amount of the estimated cost as notified in the Gazette and half more or less.

Inhabitants included persons who themselves or by their agents or servants occupy or hold land or other premises in property in the area in which the police force is to be maintained and persons who themselves or by their agents or servants collect rents direct from

7. *Notwithstanding the fact that they are not actually residing therein.*

8. *As soon as possible after the receipt of the Deputy Commissioner's report, the Governor-General-in-Council shall cause to be published in the Gazette of India, a list of the names of the persons who are not actually residing therein.*

9. *At the close of each month the Deputy Commissioner shall submit to the Government of India a statement of the number of persons who are not actually residing therein, and the number of persons who are actually residing therein, during the preceding month, and such statement shall be given to each separate notification.*

10. *The Commissioner of the District in which the person who is not actually residing therein is residing, shall be responsible for the issue of the necessary orders on the subject.*

11. *All persons who are not actually residing therein, shall be liable to be removed from the District in which they are residing, and the Government of India shall be responsible for the issue of the necessary orders on the subject.*

12. *The Deputy Commissioner of the District in which the person who is not actually residing therein is residing, shall be responsible for the issue of the necessary orders on the subject.*

13. *The Deputy Commissioner of the District in which the person who is not actually residing therein is residing, shall be responsible for the issue of the necessary orders on the subject.*

14. *The Deputy Commissioner of the District in which the person who is not actually residing therein is residing, shall be responsible for the issue of the necessary orders on the subject.*

15. *The Deputy Commissioner of the District in which the person who is not actually residing therein is residing, shall be responsible for the issue of the necessary orders on the subject.*

16. *The Deputy Commissioner of the District in which the person who is not actually residing therein is residing, shall be responsible for the issue of the necessary orders on the subject.*



for some of the people who are in the  
hospitals.

[illegible]

b. The amount will be prepared to estimate and the system giving  
the amount to the American people. The Commission or of the  
citizens and the Congress having of this. It is also required  
to report to the Treasury Department on other the Commission  
on its own work. The Commission shall report to the President  
and the House of Representatives. The Commission and the  
United States Treasury are responsible for ensuring that the funds are  
not made unless they are due.

2. When it is determined as being necessary, the actual cost of providing electricity for the use of the hospital is borne in part with the payment of the rates of the City Water Regulations, i.e., according to the following scale:—

- (i) for those subject to military discipline and not belonging to the permanent police force - nothing
- (ii) for officers of the regular police force -
1. no pay not less than the 1948 award - 100% of the
2. no pay not less than the 1948 award - 112% of the

The Property Management shall be responsible that the value is not more than target price, or it shall be duty to ensure that the target is not more than the actual price. The company shall also ensure the actual price is not more than the actual price.

[illegible]

19. Where the words and signs are used by a foreigner or  
one who does not know the language, the following rules shall  
be applied and observed: From all the proposed words the Foreigner chooses only  
one word and brings it to the nearest English or French  
and American Consul in the place where he is staying, to  
be recorded in a diary. The proposed word is then referred  
to these rules.

An account-current showing the receipts and expenditure in connection with the punitive police force entertained under Local Government's Notification No. , dated 19 .

Month of credit in Treasury Accounts.	Particulars of Receipts.	Amount.	Date of payment by Treasury.	Treasury voucher number.	Particulars of Payment.	Amount.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
April 1907.	Punitive Police tax.	Rs.	—	—	Pay of force for 1907.	Rs.
May 1907.	Do.	—	—	—	Do.	—
June 1907.	Do.	—	—	—	Contingencies for 1907	—
July 1907.	Refund of un-disbursed pay (made this month in cash as there is no subsequent bill by short-drawal from which the amount can be adjusted).	—	—	—	Pay of force. Total cash payment. Add— Pensionary charges credited to Government. Amount of estimated cost for clothing. Arms and accoutrements as fixed in the notification. Total expenditure. Refund of excess collections.	—
	Total	—	—	—		—

\* To be calculated in the manner prescribed in Article 186 (f), Civil Service Regulations, on the actual permanent staff employed—See Rule 16 (c).

Checked with Treasury accounts and found correct.

Treasury Officer

Dist. Supt. of Police

Dy. Commr.

Dist.

## APPENDIX A-XXVII.

RULES RELATING TO THE FORMATION AND DUTIES OF THE STANDING MEDICAL BOARD OF THE CIVIL DEPARTMENT AT RANGOON.

### GOVERNMENT OF BURMA.

PUBLIC HEALTH DEPARTMENT (MINISTRY OF EDUCATION)

"G" Circular No. 8 of 1935, dated the 19th February 1935.

The following rules relating to the formation and duties of the Standing Medical Board of the Civil Department at Rangoon, are published for general information.







Endorsement by Chief Secretary to the Government of Burma Home and Political Department, No. 253E-75, dated the 1. 11 June 1925.

*Order of Government, dat. 22<sup>nd</sup> May 1925*

That in all notices calling for candidates for Government appointments or at public competitive Jussing contests of training with a view to Government appointments it should be laid down "those in cases in which the Local Government has manifested the intention of offering that candidates must have been born or reared or educated in Burma and have a good knowledge of the Burmese language."

\* Inserted by General Department, No. 254E 35 dated the 23 August 1925

## APPENDIX A-XXIX.

**GRANT OF ADVANCE OF TRAVELLING ALLOWANCE TO SUBORDINATE POLICE OFFICERS OF AND BELOW THE RANK OF INSPECTOR OF POLICE TRAVELLING ON DUTY BEYOND THE LIMITS OF THEIR DISTRICTS.**

The following communications are reproduced below for general information and guidance:—

(1) The amounts advanced should be adjusted as soon as possible after the return of the officers and must be paid immediately on the presentation of regular travelling allowance bills at the Treasury.

(2) The procedure for the grant of advances in the simplest form at headquarters and police stations is laid down in paragraphs 1343 to 1348 of the Burma Police Manual, Volume II.

GOVERNMENT OF BURMA, Financial Department, letter No. F1-37 dtd. dated the 27 April 1917 from the Deputy Secretary to the Chief Secretary to the Finance and Revenue Department, to the Inspector-General of Police, Burma.

**SUBJECT**—Opening of a special advance account with the Treasury at Burma for the purpose of granting advances of travelling allowance to Subordinate Police Officers of and below the rank of Inspector travelling on duty beyond the limits of their Districts.

In reply to your letter No. 472-144-75 dated the 10th January 1917, requesting sanction to the grant to Subordinate Police Officers of and below the rank of Inspector, of an advance equivalent to the amount that they are likely to expend on such a journey on which they travel beyond the limits of their districts on duty. I am directed to say that the Accountant-General, Burma reports that your proposal is likely to result in a large number of increased advances and that the making of such advances will considerably increase the work to be done. The Government in Council therefore sanction instead of the opening of special Advance Accounts with the Treasury for this purpose, from which money required from time to time for such advances, may be drawn by the District Superintendents of Police on simple receipts against the amount. District Superintendents of Police will be personally responsible for the amounts drawn, for their subsequent recovery from the individuals concerned and for the payment of the amounts so recovered, as well into the Treasury to the credit of the Special Advance Account.

Letter No. T.H. 23-11-106, dated the 4th April 1927 from the Assistant Secretary, Burma, to all Territorial Officers in Burma.

The Local Commissioner to the Federal Department letter No. J.L. 25-491 dated the 4th April 1927 to the address of the Inspector General of Police having sanctioned the opening of a special advance account in the treasury from which money required from time to time may be drawn on simple receipts by the District Superintendents of Police for granting advances of travelling allowance to Subordinate Police Officers of and below the rank of constables travelling on duty beyond the limits of their districts, I have the honour to request that such advances and their requirements may be referred under a special advance named 'Advances for travelling expenses of Subordinate Police Officers' under 'Advances payable Special Advances' and shown to be paid in the distribution attached to the monthly Police Departmental receipt schedule.

Enclosure to U.O. 87, Deputy Assistant Secretary, Burma—No. T.H. 23-11-106 dated the 20th April 1927

Copy forwarded to the Inspector General of Police for information and issuing the following note in accordance to the District Superintendents of Police:—

Money required from time to time may be drawn by the District Superintendents of Police on simple receipts clearly marked as debitable to 'Advances for travelling expenses of Subordinate Police Officers'. They will be held personally responsible for the advances drawn and for their successful recovery from the treasuries concerned and credit to the treasury. The cheques should also clearly indicate the special advance classification.

Letter No. 94154 P & dated the 12th May 1927 from the Assistant Secretary of Police, Yunnan, to the Deputy Inspector General of Police (Administrative), Burma, Rangoon.

Re Order—Advances for Travelling Expenses of Subordinate Police & Police before proceeding on duty beyond their own districts.

With reference to the order contained in memorandum No. 81 of the Burma Police Gazette, Part II dated the 14th May 1927, on the above subject I have the honour to request you to kindly inform me whether it would be advisable to draw advances under the order referred to above from the District Treasury for Subordinate Police Officers of other Districts who may come on duty to the District with funds subsequently found insufficient to meet their travelling expenses. It is possible I will solve the question previously raised on this subject to the office Administrative Department letter No. 8174—1A 21 dated the 4th May 1927.

2. The main reason given by Subordinate Police Officers of other Districts in support of their application to this office for an advance are that they have no other means of transport or other means of transport being able to find sufficient means to do so by advance they have received from their own districts were insufficient to meet their travelling expenses to go on to other places than those originally intended.

3. The issue of an early reply is requested.

Letter No. 879-444, J3 dated the 26th June 1927, from the Inspector General of Police, Burma, to the Assistant-Commissioner, Bhamo.

**Subject: Passing of a Special Allowance Account with the Treasurer in Bhamo for the purpose of granting advances of Travelling Allowance to Subordinate Police Officers travelling on duty beyond the limits of their Districts.**

With reference to the Finance Department letter No. 717 dated the 21st April 1927 in the above-mentioned subject, I take the honour to forward herewith a copy of letter No. 945, H. P. 6 dated the 27th May 1927 from the District Superintendent of Police, Yangon, and to inform you that I propose to meet orders in the effect that the Special Allowance Account can be utilised for the grant of advances of Travelling Allowance to Subordinate Police Officers travelling to the circumstances explained in paragraphs 1 and 2 of the District Superintendent of Police's letter cited above.

I have the honour to enquire whether there is any valid objection to my proposed treatment in paragraph 1 above.

3. The issue of an early reply is requested.

Letter No. 718-474-311 dated the 11th July 1927 from the Assistant-Commissioner, Bhamo, to the Inspector General of Police, Yangon.

**Subject: Utilization of the Special Allowance Account for meeting expenditure in Bhamo Government Hospital Department under No. 17127-47, dated the 4th April 1927.**

With reference to your letter No. 879-444, J3 dated the 26th June 1927 I have the honour to state that as Local Government Financial Department letter No. 7127 (47) dated the 4th April 1927 the District Superintendent of Police is personally responsible for the different orders for their authorized expenses from the advances accounted and for the payment of the amounts so recovered as cash into the Treasury to the credit of the Special Allowance Account. The District Superintendent of Police should therefore grant advances from the Special Allowance Account only to those Police Officers who are under his control or attached to him. As possible for him to observe this condition stated above, I trust that such that your proposal is a proper order made will be a source of much more economy. The same will be to the District Superintendent of Police and to the Audit Office.

#### APPENDIX A-XXX.

##### Grant of Advances of Travelling Allowance to the Members of the Flying Squad.

The following is published for general information and guidance of all District Superintendents of Police, etc.

1. If the advance is made for the purpose of travelling and if the advance is authorized by grant to the District Superintendent of Police, the advance is not likely to be repaid to the Office of Superintendence of Flying Squad unless the form of the advance is repaid to the Office of Superintendence of Flying Squad by telegram.



Financial Department order No. 272-J B2M dated the 17th February 1926 from the Assistant Secretary to the Government of Burma, Finance Department to the Inspector-General of Police, Burma.

**SUBJECT — Rules for the Grant of Advances of travelling expenses to the Members of the Flying Squad. Special Advance Account with the Treasuries in Burma.**

I am directed to refer to your letter No. 13992 144 73 dated the 31st August 1927, in the subject of the opening of a Special Advance Account with the Treasuries in Burma with a view to the making of advances of travelling allowances to members of the Flying Squad and to say that a Special Advance Account may be opened for the purpose as proposed by you.

2. I am to authorize at the same time the introduction of the accompanying rules to regulate the grant of advances from this fund to meet the travelling expenses of Flying Squad Officers and to say that they be carefully observed. In cases where the advances are granted to a Flying Squad Officer the initials of the officer who has taken the advance should be shown in column 3 of Form B on his return to the head-quarters at Mandalay or as the case may be. An account of the monthly transactions should be worked out in Form D attached to the rules and be verified with the Treasury figures by the 10th of the following month.

3. Advances should not be given from this account as a matter of course but should be restricted to cases of real necessity.

4. The rules may be given effect to from the 1st March 1928.

#### **RULES FOR THE GRANT OF ADVANCES OF TRAVELLING EXPENSES TO FLYING SQUAD OFFICERS.**

1. Advances of travelling expenses made to Flying Squad Officers should be recorded in a Register in the Forms A and B attached to these rules which should be maintained by the District Superintendent of Police, Mandalay  
Insein.

2. When a Flying Squad Officer proceeds on duty he shall be provided with a memorandum duly filled in in Form C attached to these rules.

3. A Flying Squad Officer while on tour is authorized in case of necessity to apply to the District Superintendent of Police of the area in which he is working for a further advance on account of travelling expenses, providing the memorandum entering him to leave his head-quarters on tour, and explaining the grounds on which a further advance is desired.

4. If the District Superintendent of Police is satisfied that the applicant has been (a) authorized to proceed on tour and that the further advance applied for by him is reasonable, he will draw the amount on a separate cash-voucher payable on demand on which the advance will be considered as an Advance of travelling expenses for Subordinate Police Officers, Flying Squad Officers <sup>Members of</sup> <sup>Police</sup> <sup>Force</sup> disbursed the amount to the officer concerned, enter in the original memorandum





## FORM C.

## MEMORANDUM.

No.

The bearer, <sup>Mr.</sup> ~~Maung~~ <sup>Maung</sup>, (rank) of the Flying Squad, <sup>Northern</sup> ~~Maung~~ Range, has been authorized by me to proceed on duty to (destination). A sum of Rs. (in words) has been advanced to him on account of travelling expenses.

Dated, <sup>Maung</sup> ~~Maung~~ the 19 District Superintendent of Police

I have advanced <sup>Mr.</sup> ~~Maung~~ <sup>Maung</sup> of the Flying Squad Northern Range, Rs. (in words) on account of travelling expenses and an (stamped) receipt for the amount was forwarded to the District Superintendent of Police, with my letter No. 19 dated the

Dated Rs. 19 District Superintendent of Police

## FORM D.

Mon'th.	Total amount drawn as per column 3 in Form A.	Total of amount refunded as per column 4 in Form B.	Balance at the end of the month.	Initials of the District Superintendent of Police.	Initials of the Treasury Officer.
(1)	(2)	(3)	(4)	(5)	(6)
	Rs.	Rs.	Rs.		

## APPENDIX A-XXI.

GOVERNMENT OF BURMA, POLICE DEPARTMENT "L" CIRCULAR NO. 6 OF 1934, DATED THE 15TH MARCH 1934.

(Not translated into Burmese.)

Substituted by Home Department Confidential Memorandum No. 441A44, dated the 31st December 1945, and Addendum, dated 5th March 1946, "Method of preparation and communication of confidential reports on officers."

## APPENDIX A XXXII.

**Letter No. 13,425 to A.** DED comes the Hon. Secy. Gen. from the Director to the Government of Burma, B. and the Director Department to the Inspector General of Police, Burma.

**Subject** — Orders for the hiring of quarters for Government of Burma and for the quarters and of supplies to be for other purposes.

With reference to the correspondence dealing with a letter from this date 14.2.25 dated 14.2.25 (Burma 13425) regarding the proposal to provide for the accommodation of the staff of officers residing in two quarters and one detached with corresponding arrangements, I am directed to say that the Government of Burma is prepared to agree that all quarters for officers who are entitled to Government quarters of all ranks for which Government quarters are not available shall be hired, and the rate for such quarters shall be regulated by the following orders:

It is ordered to suggest that the terms subject to variation in all the circumstances of the particular case and that the most charged in reasonable, a Housing Committee shall be formed in each district consisting of the Deputy Commissioner as Chairman and the Inspector of Police as Member both ex-officio and a third member who will be ex-officio and shall have the duty of the Government but a third personification is required, e.g. when the Commissioner has to rent a house for a house the third member of the Committee will be the representative of the district when it has to rent a house for a house. The third member will be the representative of the district when it has to rent a house for a house. The third member will be the representative of the district when it has to rent a house for a house.

1. The Government of Burma does not consider it necessary to provide for the cost of the quarters for the purpose of which the Government should arrange for accommodation. It may consider the hiring of quarters for officers who are, under Local Government, or who are entitled to live quarters of their own. The Commissioner of the Division is also authorized at the Government's expense to make the hiring of quarters of the highest grade where the Government is entitled to live in quarters of the highest grade.

- (a) For officers the average cost of a house per day and ground Rs. 10, the corresponding cost of the hiring of quarters of a house not exceeding 10 per cent of the present price and the corresponding cost of a house not exceeding 10 per cent.
- (b) For officers the average cost of a house per day and ground Rs. 10 but not exceeding Rs. 15, the corresponding percentage to be 25 and 33.
- (c) For officers the average cost of a house per day and ground Rs. 15 but not exceeding Rs. 20, the corresponding percentage to be 20 and 25.
- (d) For officers the average cost of a house per day and ground Rs. 20 but not exceeding Rs. 25, the corresponding percentage to be 15 and 20.





2 The Inspection General of Police is of opinion that it would reduce work and administrative responsibility and delay if the members of the Housing Committee or of the other authority concerned were accorded to the occupation of a certain house or a certain room by an officer or other person designated, and as it is, should be given. If this is done it will not be necessary to go into it in detail and even when there are changes of occupants to the housing officer, who will be of the same rank and entitled to the same accommodations, can be requested to occupy the quarters vacated by the outgoing officer. District Superintendents of Police and other Heads of Police Offices who are members of a Housing Committee are therefore desired to ask the Housing Committee concerned to issue instructions in this line. It may be pointed out to Housing Committees that the scheme is subject to the approval of the Local Government.

3 A notice is referred to the principles contained in the Local Government Financial Department letter No. 13L20 639, dated the 25th October 1948, published under Police General Memorandum No. 130 in Part I, of the *Barma Police Gazette* dated the 17th November 1948 regarding the desirability of drawing to that house which it is beneficial to Government to do so.

### APPENDIX A-XXXIII

From the Government of India, Army Department, to all Local Governments and Administrations, No. A. G. P. 1 43-44 dated 24th January 1949.

#### *Employment of British Soldiers in the Indian Police Force and Transfer to the Army Reserve*

I am directed to refer to Army Department letter No. 11704/1 (A. G.) dated the 26th May 1944. Owing to changed conditions it is necessary to revise the rules for the employment of British Army Reservists in Indian Forces.

1 A British soldier can now be transferred to the Army Reserve in India, provided that—

- (a) he obtains a guarantee of permanent employment;
- (b) proof is furnished that he is able to maintain himself and his family, if any, in European-style; and
- (c) he is asked by the authorities laid down in paragraph 441, King's Regulations, 1923.

A British soldier who is accepted as probationer for employment with an Indian Police Force will be regarded as having satisfied conditions (a) and (b).

2 In accordance with paragraph 441 King's Regulations 1923, a British Army Reservist enlisting overseas is not liable to be called up for any period not exceeding any reserve period. The Military authorities therefore have no claim on the service of a British Army Reservist serving in India and the duration of his period of probation to be served with an Indian Police Force is a matter for the consideration of the authorities concerned. British Army Reservists will, however, continue to be drawn from the Reserve on being considered for the appointment of Police Sergeant under paragraph 441, King's Regulations, 1923. As a British soldier's uniform can only be worn from the date on which it is actually carried out and on the

periods are of the large requested by Section 92 (2) of the Army Act must bear the same date I am to request that a report of the date of permanent confirmation or of permanent appointment to the Indian Department be sent at once to the Chief-in-Charge, Records concerned in Great Britain two months in advance. The certificate of service (Army Form H 136) in possession of a reservist should always accompany this report, the completion by the Officer-in-Charge, Records is accordance with paragraph 441 of the Army Regulations.

4 British Army Reservists who are confirmed in an Indian service will retain their right under paragraph 23, Army Regulations, India, Volume X to passages to the United Kingdom or to a British Colony for themselves and if borne on the strength on leaving the country, for their families also during the period which would be covered in ordinary circumstances by their reserve service.

5. Army Department letter No. 10,091 A.G. 7) dated the 29th May 1914, is hereby cancelled.

Police Department endorsement No. 186A.27 dated the 28th April 1927 by the Under Secretary to the Government of India, Home and Political Department to the Inspector-General of Police, Burma.

Copy of the following is forwarded to the Inspector-General of Police, Burma, for information and guidance with reference to this office letter No. 552 553 2P B, dated the 24th June 1914 —

Letter No. A 41216 1 A.G. 6, dated the 1st April 1927, from the Assistant Secretary to the Government of India, Army Department, to all Local Governments and Administrations.

Police Department endorsement No. 186A.27 dated the 27th September 1927 by the Under Secretary to the Government of India, Home and Political Department, to the Inspector-General of Police, Burma.

*Subject — Employment of British Soldiers in the Indian Police Force on transfer to the Army Reserve.*

Copy of the following is forwarded to the Inspector-General of Police, Burma, for information in continuation of the endorsement from this office No. 186A.27, dated the 28th April 1927.

Endorsement with enclosure No. A 41216 1 A.G. 6, dated the 13th September 1927, by the Assistant Secretary to the Government of India, Army Department, is attached.

Copy of a letter from the Deputy Secretary to the Government of the United Provinces, Police Department, to the Secretary to the Government of India, Army Department, No. 4711, dated the 16th July 1927.

*Employment of British Soldiers in the Police on transfer to the Army Reserve.*

I am directed to refer to the Army Department letter No. A 41216 1 A.G. 6, dated April 1st, 1927 and to state that the period of probation of British Army Reservists after appointment as Police Sergeants in this province has been fixed at two years. Their appointment as probationary sergeants is however no guarantee of their permanent employment in the United Provinces Police, for, if a probationary





## APPENDIX A-XXXIV.

Letter No. 9330-2153 dated 1st July 1927 from the Inspector General of Police, Rangoon to the Secretary to the Government of Burma, Burma and Federal Department.

**Subject: Printing at Local Presses of 'Reward' and 'Run and Cry' Notices by District Superintendents of Police.**

In reply to your letter of reference to item 81 of Appendix A to the Burma Treasury Manual Volume 10 concerning the lines on the above subject.

2 The existing Rules permit of urgent work being done at local Presses by officers who are in possession of a Bargain and lay down that in such cases the bills for such charges should be supported by a certificate reporting the urgent nature of the work and should be counter-signed by the Head of the Department and

and that the vouchers granted by private presses for printing work done by them should be counter-signed by the Superintendents, Government Printing and Stationery.

3 In the Police Department 'Reward' and 'Run and Cry' Notices are always of an urgent nature and speed is of the utmost importance and it is accordingly recommended that District Superintendents of Police may be given power to print these notices locally and that they may be exempted from getting the certificate counter-signed by the Inspector General of Police provided they are stamped with the initials of the District Superintendent. The provision requiring the bill to be counter-signed by the Superintendent, Government Printing and Stationery, Burma, will of course stand.

4 This exemption has been granted to District Forest Officers and I would request that the same concession may also be allowed to District Superintendents of Police.

Letter No. 2012/10 to the Secretary, 1st August 1927 from the Secretary to the Government of Burma, Burma Department to the Inspector General of Police, Rangoon.

**Subject: Printing at Local Presses of 'Reward' and 'Run and Cry' Notices by District Superintendents of Police.**

In reply to your letter No. 9330-2153, dated the 1st July 1927, and invited to say that the Local Government authorities (Police) should be allowed to print, outside Rangoon, the notices 'Reward' and 'Run and Cry' Notices at local Presses, provided the certificates are signed by the District Superintendent of Police reporting the urgent nature of the work and should be counter-signed by the Head of the Dept. to Government Printing and Stationery, Burma.

1 A copy of this letter has been forwarded to the Accountant General, Burma, and the Superintendent, Government Printing and Stationery, Burma.



Est. 1872

## APPENDIX A-XXIV.

### Check of Licensed Firearms by the Police.

[illegible]

**Exhibit A**      *Copy of Journal Foreword by the Editor*

With reference to the correspondence during a 14 year interval No. 2

dated the 4 I am directed to make a reference to this office Miscellaneous Department letter No. 406V27, dated the 3rd August 1927, to the effect of the District Magistrate, etc., a copy of which was forwarded to you with this department endorsement bearing the above number and date, in which all licensing and renewing authorities were required to take regular action under Rule 45 of the Indian Arms Rules, 1924. In verify the same to the possession of license.

- \* 1. Letter No. 7-35-5A.-19, dated the 3rd November 1927
2. Letter No. 10018-B.A. 17, dated the 14th November 1927
3. Letter No. 62-6A.-26, 1927, dated the 6th/13th January 1928
4. Letter No. 924-A.-30, dated the 20th November 1927
5. Letter No. 244-A.H-21, dated the 11th November 1927
6. Letter No. 6A.-13 (120), dated the 21st November 1927,
7. Letter No. 10018-B.A.-21 dated the 14th December 1927
8. Letter No. 45-1.1.M.P., dated the 1st December 1927.

2. The two above-mentioned agencies should be kept informed of the progress of the investigation and renewing authorities may arrange for the publication through the agency of the Police of the results of the investigation in the newspaper of the country where the offence is committed. In countries where it is impossible for the police to publish the results of the investigation, the results should be communicated to the competent authorities for the purpose of publishing in the newspaper of the country where the offence is committed.

1. Further, the Local Government is advised that Rule 45 of the Indian Arms Rules, 1929 does not contemplate the issue of a general order empowering the issue of arms of any kind and as such requires the purchase of arms to be a special order and price to be determined by a special order. The Government and revenue authorities are requested to note this is emphasized strongly by the police officers referred to in the preceding paragraph with orders as set out in the form, which is for the Government and revenue authorities to be used in the police officers' requisition before issuing the order. The order should mention the name of the person and should be in the form attached to this letter.

4 I ask to prove that the purposes of these, etc. objects under  
 5 claims are under the same Act or any other Act, are not affected by  
 6 these orders in any way.

Endorsement by U KYAW, Under Secretary to the Government of Burma, Judicial Department,—No. 496V27, dated the 10th September 1928.

Copy forwarded to the Inspector-General of Police Burma, for information, with reference to the correspondence ending with his letter No. 12668, dated the 14th October 1927.

Copy forwarded to all District Magistrates (except District Magistrate, Rangoon), the Commissioner of Police, Rangoon, and the Superintendents, Pakókka Hill Tracts, and Northern Shan States, for information and guidance.

### ORDER UNDER THE INDIAN ARMS RULES, 1924.

To \_\_\_\_\_

You are hereby required under the provisions of Rule 45 of the Indian Arms Rules to produce the arms held by you under license No. \* \_\_\_\_\_ dated the "

granted  
renewed by me for the inspection of " \_\_\_\_\_

\_\_\_\_\_ at † \_\_\_\_\_

(place) at \_\_\_\_\_ (time) on the † \_\_\_\_\_

\_\_\_\_\_ (date). \_\_\_\_\_

\_\_\_\_\_ 19 \_\_\_\_.

<u>Licensing</u> <u>Renewing</u>	Authority, _____	<u>District</u> <u>Subdivision</u>
-------------------------------------	------------------	---------------------------------------

(To be torn off before issuing the order.)

Notes.—\* To be filled in by the Licensing  
Renewing Authority.

† To be filled in by the officer mentioned in the order.

The place will ordinarily be the residence of the licensee and the time between sunrise and sunset.

## APPENDIX A-XXXVI.

**LIST OF LAW BOOKS, MANUALS, ETC., TO BE MAINTAINED IN THE LIBRARIES OF THE OFFICES OF DISTRICT SUPERINTENDENTS OF POLICE.**

The Inspector-General of Police has decided that the following Law Books, Manuals, etc., should ordinarily be maintained in all District Superintendents of Police's Office Libraries and that copies of any of the publications not already in their libraries should be obtained in due course in the manner indicated in paragraphs 2 and 3 below.

2. All Acts of the Imperial Legislative Council (in English) and all other Central Government publications can be had only on payment and indents for such publications may therefore be submitted direct to the Superintendent, Government Printing and Stationery, Burma, provided funds to meet the cost on the same are available.

3. All Local Acts and Manuals are supplied free of cost and may be obtained by indent on the Superintendent, Government Printing and Stationery, Burma, submitted through the office of the Inspector-General of Police and the Heads of Departments concerned who control the publications indented for—

## "A"

Abridged Law Manual for Sub-Inspectors of Police.  
Anti-Boycott Act (Burma).  
Arms Manual (Burma).

## "B"

Brothels Act, Burma Suppression of—  
Budget Manual, Volumes I and II.

## "C"

Code, Burma— Volumes I, II, and III (containing all Burma Acts, Regulations, etc., 1876—1932).  
Courts Manual, Burma—  
Cattle Trespass Act Manual.  
Civil Account Code, Volumes I and II.  
Civil Service Regulations and Appendix.  
Criminal Investigation Department Manual, Parts I and II  
Criminal Procedure Code.  
Civil List. Quarterly—

## "D"

Digest of Burma Rulings, 1872—1922.  
Drill and Musketry Manual.

## "E"

Evidence Act.  
Estate Act. Disposal of Police Officers—  
Examination Manual (Burma).  
Excise Manual (Burma).  
Explosives Manual (Burma).

## " F "

Forest Manual (Burma).  
Fundamental Rules.

## " G "

Game Rules Manual.  
Government Servants' Conduct Rules.  
Gambling Act (Burma).  
Gazette, Burma—  
Gazette, Burma Police—  
Gazette, Police Crime—  
Graduation List, Half-yearly—

## " I "

Inland Steam Vessels Act Manual.

## " J "

Jail Manual (Burma), Parts I and II.

## " L "

Local Rules and Orders, Index of—

## " M "

Motor Vehicles Act and Rules thereunder  
Motor Vehicles Staffs Instructions for Police—  
Municipal Manual (Burma) (for Municipal ties only).  
Military Police Manual (Burma).

## " O "

Oil-Fields Manual, 1920 (Reprinted 1925) (for Oil-Fields Districts only).  
Opium Manual (Burma)

## " P "

Penal Code.  
Police Act.  
Police Manual (Burma), Volumes I, II and III.  
Preventive Law, Manual of—

## " S "

Salt Manual (Burma).  
Supply and Clothing Manual, Police—

## " T "

Traveling Allowance Rules, Burma—  
Towns Act (Burma).  
Training Depot Law Manual, District Police—



Traffic Control Unit. Details for—  
 Training School Manual, Police—  
 Treasury Manual (Burma), Volumes I and II

" U "

Consolidated General Acts, Fifth Edition, Volumes I to IX (contains all the Indian Acts, 1834—1912).

" V "

Village Manual, Burma—

## APPENDIX A-XXXVII.

### THE KING'S POLICE MEDAL.

*Royal Warrant.*

The King's Police Medal was instituted by a Royal Warrant of His Majesty King Edward the Seventh bearing date the 7th July 1909. This Warrant, as amended by the Royal Warrants of the 1st October 1930, and the 12th December 1930 provides as follows:—

" *Firstly.*—It is ordained that the Medal shall be designated and styled 'The King's Police Medal.'

*Secondly.*—It is ordained that the King's Police Medal shall consist of a circular Medal of Silver with Our King on the obverse, and shall bear on the reverse a design emblematic of Protection from danger and the words 'For Gallantry' or 'For Distinguished Service' as the case may be and on the rim the name of the person to whom the Medal has been awarded;

*Thirdly.*—It is ordained that the Medal shall only be awarded to those of Our faithful Subjects who have either performed acts of exceptional courage and skill or exhibited conspicuous devotion to duty as members of a recognised Police Force or of a properly organised Fire Brigade within Our United Kingdom of Great Britain and Northern Ireland Our Indian Empire or any of Our Colonies or any territory under Our protection or jurisdiction not being administered by Us as Our Government in any other part of Our Dominions, or within any other part of Our Dominions Our Government whereof has signified its desire that the Medal should be awarded under the provisions of this Our Warrant to members of any such Force or Brigade within such part or within any territory under Our Protection or jurisdiction being administered by Us as such Government; and that such award shall be made only on a recommendation to Us by Our Principal Secretary of State for the Home Department.

*Fourthly.*—It is ordained that the names of those upon whom We may be pleased to confer this Decoration shall be published in the London Gazette, and that a Register thereof shall be kept in the Office of Our Principal Secretary of State for the Home Department.

Each Begum shall show the name and rank of the person holding the Medal, the Prince, Pura or Pura Begum of whom he is or was a member, and particulars of the action in which the Medal has been awarded.

*Article 4*—It is ordained that each Medal shall be inscribed with the full name and the rank of the person and those initials in gold, shall be 3/4 inch in diameter, given with the outer rim and a similar silver stripe in the middle; and in the case of awards for acts of exceptional courage each silver stripe of the Medal shall contain a thin red line down the middle.

*Article 5*—It is ordained that any act of a Begum which is worthy of recognition by the Council of the King's Palace Medal, but is performed by one who is not a Begum, shall be considered as a recommendation to us by the Principal Secretary of State for the Home Department, in reference to a list submitted to the Council by which the Medal is deposited. For every such submission we will send a copy to the Council and for each list awarded a small silver star shall be added to the list when given down.

*Article 6*—It is ordained that it shall be recommended for the King's Medal and Begum to be an Officer of the King's Medal and as a recommendation to us by the Principal Secretary of State for the Home Department, in reference to a list submitted to the Council by which the Medal is deposited. For every such submission we will send a copy to the Council and for each list awarded a small silver star shall be added to the list when given down. And every person to whom the King's Medal is awarded shall be given a letter from the Council, signed by the Principal Secretary of State for the Home Department, in reference to a list submitted to the Council by which the Medal is deposited. For every such submission we will send a copy to the Council and for each list awarded a small silver star shall be added to the list when given down.

#### REGULATIONS.

The Regulations made by the Secretary of State for the Home Department on the 21st 1871, and as amended by the Regulations of the 21st October 1900, and the 12th December 1911 provide as follows—

1. A list of the names of officers of courage and Prince Pura, or of persons associated with Begums who are recommended for the Medal shall be submitted once in each year to His Majesty by the Secretary of State for the Home Department.

Provided that a recommendation may be made at any time when His Majesty so commands.

2. A list of officers recommended by the Secretary of State for the Home Department, the Secretary of State for the Colonies and the Secretary of State for India shall be forwarded to the Home Office in the month of October in each year.

3. Each list shall contain the name and rank of each person recommended, the Prince, Pura or Pura Begum of whom he is or was a member, and particulars of the action in which the Medal has been awarded.

4. The number of Medals awarded in any one year shall not exceed one hundred and twenty.

5. In very special circumstances, which, in His Majesty's opinion, would justify an exceptional grant, His Majesty may award Medals exceeding the above number.

6. The qualifications for the grant of the Medal shall be as follows:—

- (a) Conspicuous gallantry in saving life and property, or in preventing or stopping or arresting criminals: the risks incurred to be estimated with due regard to the obligations and duties of the officer concerned.
- (b) A specially distinguished record in administrative or detective service, or other police service of conspicuous merit.
- (c) Success in organizing Police Forces or Fire Brigades or Departments, or in maintaining their organization under special difficulties.
- (d) Special services in dealing with serious or widespread outbreaks of crime or public disorder, or of fire.
- (e) Valuable political and secret services.
- (f) Special services to Royalty and Heads of States.
- (g) Prolonged service; but only when distinguished by very exceptional ability and merit."

Home Office,

Dated 1st February 1934.

#### APPENDIX A-XXXVIII.

Government House Notification No. 11, dated Rangoon, the 5th February 1934.

The following Statutes establishing "The Burma Police Medal" and the Regulations attached thereto, are published for general information:—

#### "The Burma Police Medal"

The King has been pleased to issue a Warrant under His Majesty's Royal Sign Manual to the following effect:—

**WE HEREBY ENACT**

GEORGE THE SIXTH, BY THE GRACE OF GOD OF GREAT BRITAIN IRELAND AND OF THE BRITISH DOMINIONS BEYOND THE SEAS KING DEFENDER OF THE FAITH EMPEROR OF INDIA

To all to whom these presents shall come:—

*Greeting:*

WHEREAS We have taken into Our Royal consideration the good services rendered by Members of the Police Forces and of Fire Brigades within Burma:

AND WHEREAS We are desirous of making further provision for distinguishing meritorious services rendered by them:

We do by these presents for Us, Our Heirs and Successors, institute and create a new Medal to be awarded by Our Governor of Burma for the time being on Our behalf for distinguished conduct



**Firstly**—It is ordained that the Medal shall be designated and styled "The Burma Police Medal."

**Secondly**—It is ordained that the Burma Police Medal shall consist of a circular Medal of Bronze with the effigy of the Sovereign on the obverse, and on the reverse a wreath surmounted by a Lion, and shall bear on the rim the motto of the person to whom the Medal is awarded.

**Thirdly**—It is ordained that the Medal shall be awarded only to those members of a recognised Police Force or of a properly organised Fire Brigade with a Burma who have performed services of conspicuous merit.

**Fourthly**—It is ordained that the names of those to whom this Medal may be awarded shall be published in the Burma Gazette, and that a Register of such names shall be kept in the office of the Secretary to the Governor of Burma.

**Fifthly**—It is ordained that each Medal shall be suspended from the left breast and the ribbon of an inch and three eighths in width shall be dark blue with a narrow silver stripe on either side and a bright blue stripe in the centre.

**Sixthly**—It is ordained that any distinguished conduct which is worthy of recognition by the award of the Burma Police Medal, but is not covered by any award which the Government has already been empowered to, may be recorded by a Bar attached to the ribbon by which the Medal is suspended, and for every such attachment award of a second Bar may be added.

**Seventhly**—It is ordained that the number of Medals awarded in any one year (including Bars) shall not exceed 25.

**Eighthly**—It is ordained that it shall be competent for Our Governor of Burma for the time being to confer and award the award to any persons of the above Descriptions, and that thereupon the name of such person in the Register shall be erased, but that it shall be competent for Our said Governor to restore any Descriptions which may have been so forfeited. And every person to whom the said Descriptions is awarded shall before receiving the same enter into an agreement to return the Medal if he quits shall be erased as irrelevant.

**Ninthly**—It is ordained that it shall be competent for Our Governor of Burma for the time being to make regulations to carry out the purposes of this Our Statute.

Given at Our Court at St. James's the Fourteenth day of December, One thousand nine hundred and thirty-seven, in the Second year of Our Reign.

By His Majesty's Command,

EDMUND ZETLAND.

#### *Regulations relating to the award of the Burma Police Medal.*

(a) The Medal will be open to all ranks of the Police, Civil and Military, including the Frontier Force, and to the members of properly organised Fire Brigades, in Burma.



(c) It will be awarded by the Governor on the recommendation of the Officer in Command of the Police Force or, in the case of members of Fire Brigades, of the Commissioner of the Division.

(c) Each recommendation will state the name and rank of the person recommended, the Police Force or Fire Brigade of which he is or was a member, and particulars of the action or service for which the grant of the Medal is recommended.

(d) The Medal will be awarded—

(i) for conspicuous gallantry. Awards for gallantry will be made as soon as possible after the event occasioning the grant.

(ii) for valuable services characterized by resource and devotion to duty including prolonged service of ability and merit. Such awards will be made once annually on the 1st of January from the list of recommendations which should reach the Secretary to the Governor not later than the 1st October in each year.

(e) When awarded for gallantry the Medal will carry a monetary allowance at half the rates sanctioned for the award of the King's Police Medal for gallantry.

(f) The number of Medals to be awarded each year will not exceed 25.

(g) The Medal shall be worn next to and immediately after the Indian Police Medal.

(h) The award of the Medal will not be a bar to the subsequent award of the King's Police Medal.

## APPENDIX A-XXXIX.

### RULES FOR DISTRICT POLICE PRIVATE FUNDS

The rules should be given effect to from the 1st March, 1933, i.e., subscriptions should be received at the revised rates laid down in Rule 16, commencing from the pay for February, 1933, drawn in March 1933.

1. In every district there will be only one fund to be known as the District Police Fund.

2. The objects of the fund are the education of orphans of members of the District Police Force and of Clerks employed in the District Police Office, to maintain a band, to provide sports facilities and to promote the general welfare and *esprit-de-corps* of the District Police of all ranks and, of the Clerks.

3. Subject to the general control of the Deputy Inspector-General of Police of the Range the fund will be administered by a committee of which the District Superintendent of Police or other officers in charge of the Police of the district will be *ex-officio* President and the Headquarters Assistant *ex-officio* Vice-President.

4. The Committee will consist of at least nine members including the President, Vice President, Honorary Secretary and Honorary Treasurer.

There will be one representative of the rank of Inspector, Sub-Inspector, Station Writer or Head Constable, Constable and Clerk on every Committee. The Committee will be elected at a General Meeting at which proxies will be allowed and must be a representative of the different interests and ranks as the circumstances of the district allow.

5. Minutes of the proceedings of the Committee and of the General Meeting will be kept in a Minute Book by the Honorary Secretary. The Committee will meet at least once every quarter and a general meeting will be held in the month of August each year.

6. No loans from the fund are permissible under any circumstances nor can advances be granted from the fund except for objects directly connected with the Fund. A register of such advances will be maintained.

7. No expenditure is to be incurred for any object for which ordinary Government funds can be used.

8. No initial expenditure exceeding Rs. 1,000 for any one purpose be it in one payment or otherwise, is to be incurred without the previous sanction of the Deputy Inspector-General of Police of the District.

9. A Cash-book will be kept showing all expenditure and receipts and will be balanced monthly and signed by the District Superintendent of Police.

10. A Stock-book showing receipt and issue of all articles purchased by the Fund will be kept up.

11. Vouchers will be filed in an annual file and kept for three years.

12. An annual balance sheet will be made out and presented to the Annual General Meeting and a copy sent to each Police Station or Post in the district.

13. The accounts will be inspected and checked by the Deputy Inspector-General of Police of the Range when inspecting the district.

14. Sufficient cash to meet only immediate requirements will be kept in the custody of the Vice-President. All other money belonging to the fund will be kept in the Post Office Savings Bank or the Imperial Bank or some other Bank authorized by the Inspector-General of Police. Payments are only to be made by order of the President but he may delegate this power to the Vice-President.

15. The maximum allowance to be paid to the Clerk who keeps up the accounts of the fund are—

Rs. 20 per mensem in a 1st Class district.

Rs. 15 per mensem in a 2nd Class district.

Rs. 10 per mensem in a 3rd Class district.



## APPENDIX A-XL

## C. 147M 88-1938-IV (Extract).

Geneva, 27th May 1938

League of Nations

NEW FORM OF ANNUAL REPORT<sup>1</sup>

## TRAFFIC IN WOMEN AND CHILDREN.

*Form of Annual Report from Governments Year ending*

(1) Governments are requested to send their annual reports to the Secretary-General on or before November 1st in each year. The report should relate to the twelve months ending on June 30th except for the purpose of the statistical information asked for in Question 3, in which case the calendar year immediately preceding the date of the report should be taken.

(2) For the purpose of this report the term "traffic in women and children" should be regarded as including all aspects of commercialised prostitution, especially procuring, luring or luring away women or children of either sex for immoral purposes in order to gratify the passions of another person, or attempting to commit these offences.

## Question 1.

*New Measures—*

Please give a description of any new measures, either legislative or administrative, taken during the year which are concerned directly or indirectly with the prevention or repression of traffic in women and children. The answer should include any measures of a social character.

## Question 2.

*Licensed or Recognised Brothels—*

If any system of regulation exists in your country, please give—

- (a) the number of brothels which are licensed or recognised,
- (b) the number and nationality of the prostitutes who are inmates of these brothels, and
- (c) the number and nationality of the other prostitutes who are inscribed or registered.

## Question 3.

*Convictions—*

Please give the number of persons convicted during the calendar year immediately preceding the date of this report of all offences connected with traffic in women and children, specifying the offences and indicating the nature of the penalties imposed in typical cases.

<sup>1</sup> Adopted by the Council of the League of Nations on May 11th, 1938 ( hundred and first session.



It is particularly requested that the figures should include all those convicted of any form of procuration, brothel-keeping<sup>1</sup> or living wholly on the immoral earnings of another person.

*Question 4.*

*Cases of International Traffic—*

Please give particulars of any cases of international traffic in women and children—that is to say, cases in which part of the offence was committed in another country, and state what action was taken in such cases.

*Question 5.*

*Communications between Central Authorities—*

Please give the name and address of the central authority in your country.

Please give particulars of any cases during the year in which communications have been (a) sent to or (b) received from other central authorities, giving the name of the central authority.

*Question 6.*

*Repatriation and Deportation—*

Please give the number, age and country of the origin of the following classes of persons who have been repatriated or deported during the year:—

- (a) Foreign prostitutes;
- (b) Men or women found or believed to be engaged in any form of procuration, brothel-keeping, living wholly or partly on the immoral earnings of another person.

*Question 7.*

*Observations and Suggestions—*

Please give your observations as to any special difficulties which may have arisen in connection with the prevention and repression of the traffic in women and children and any suggestions which you desire to make.

*Question 8.*

*Measures relating to Venereal Disease—*

Please give a description of any measures which are being taken to cope with the problem of venereal disease.

(It is not intended that the reply should include information of a purely medical character.)

<sup>1</sup> This applies only to countries where it is an offence to keep a brothel.

## APPENDIX A.XII.

Government of Burma, Revenue Department 'G' Circular No. 26 of 1939 dated the 7th August 1939.

**REVISED RULES REGARDING THE CARE AND CUSTODY OF GOVERNMENT LOCKS AND KEYS.**

In supersession of Finance Department Circular No. 30 of 1934 as subsequently amended the following rules regarding the care and custody of Government locks and keys other than common bicycle locks and keys and those belonging to treasuries and sub-treasuries are published for general information. They must with the concurrence of the Finance Department (Defence).

**RULES REGARDING THE CARE AND CUSTODY OF GOVERNMENT LOCKS AND KEYS.**

A list in Form Misc. I-55 of Government locks and keys other than (a) common bicycle locks and keys and (b) those belonging to treasuries and sub-treasuries which are entered in a separate register in T.F. No. 210, shall in the absence of a specific order of exemption issued by Government be maintained for each Government office in the independent charge of an officer not lower in standing than a Township Officer in the Civil Department or of an officer of corresponding standing in other departments. Locks and keys in the charge of officers of lower standing shall be entered in the list maintained for the office of the officer to whom they are immediately subordinate. The list shall be filed in a manila file cover which should also contain all correspondence other than purely ephemeral correspondence regarding locks and keys.

2. Every Government lock shall be marked with a separate serial number each office for which a list is maintained having a separate series of numbers.

3. Every duplicate key shall have attached to it a label detachable from the Mangroon Central List to which shall be marked the name of the office, the serial number of the lock to which the key belongs and a reference to the rule, clause or other exception, if any, to which the lock belongs.

4. Duplicate key shall be entered in the list separately from the locks to which they belong in the following manner:—*e.g.*,

Chubb's (or other maker's) lock No.	and key.
Duplicate key of	lock No.

5. The duplicate keys of each office shall be rubbed over with vasoline or a mixture of vasoline and kerosene oil, wrapped in oil cloth, placed in a sealed packet bearing the name of the office and sent for safe custody to the Treasury Officer of the District. On receipt of such packet the Treasury Officer shall enter a serial number on it and enter that number with the date of receipt and the name of the office to which the packet belongs in a register in T.F. No. 14 which he shall maintain. He shall then place the packet in the Treasury strong room under double locks in a box of which he retains the key. When the packet has been so registered and deposited, and not before, the

Treasury Officer shall return to the officer who uses it an acknowledgment of its receipt and an acknowledgment of the serial number under which it has been registered and also to certify that he has checked it in the strong room. The Treasury Officer shall check the papers in the strong room with the register quarterly at the close of July.

6. When for any reason the duplicate of a key is required the head of the office shall apply to the Treasury Officer for the return of the general packet of keys. When the head of the office is to be absent to the District Commissioner the Treasury Officer shall report the application to the District Commissioner. The duplicate key shall not be in the sight of the Treasury Officer shall add the date when received and if he is a District Commissioner shall forward the duplicate to the District Commissioner for such action as he may consider advisable.

7. The head of every office in which a list is kept Form H-55 is maintained under the name of the Government Department in which it is kept in the month of July check the stocks and have it indexed with the list.

8. The list shall be checked and signed by both the registered and the key officer or the head of the office in which it is kept. The key officer for the completion of his part of certificate key shall send with the certificate by which the packet was lost to the Treasury.

9. When the original or duplicate key of any lock is broken the remaining key together with the lock or in the case of the lock of a gate, the gate shall be sent to Messrs. Engineering Co. Ltd., Bangalore for the general repair and supply of a new key. The broken key should immediately be destroyed. When the original or duplicate key is lost the lock or in the case of the lock of a gate the gate shall be sent to the same place for supply of two new keys. The lock will give the signature of the lock and give the key to a different from the original key. The original key shall be kept with the new key. The remaining key of the original key shall be destroyed. When there are two keys of a lock the cost of replacement shall be borne by the person responsible for the loss or in special circumstances by an order of the head of the department to which he belongs.

10. In districts where special key stores are kept at present or may be opened it to be used for the keys of offices at the district headquarters.

Note: The District Superintendent of Stamps, Bangalore shall perform the duties of the District Commissioner in the District of Bangalore. The District Superintendent of Stamps, Bangalore shall perform the duties of the District Commissioner in the District of Bangalore.

## APPENDIX A-XII.

CALCULATION OF COST OF ATTACHABLE BELT OF AN OFFICER UNDER THE NAME OF BELT TO BE USED IN OFFICE.

Form C-100 (B) dated Bangalore, 10th June 1916.

The following is calculated for general information and guidance of all Civil and Military Police Officers who are required to attach





## Memorandum No. 51.

Dated Rangoon, the 18th May 1933.

**SUBJECT**—A finding of "non-receipt" of attachable salary of a Government Servant when his salary is liable to certain deductions.

The following is published for the information and guidance of all District Superintendents of Police, Britishers, Europeans and other officers connected in implementation of the orders contained in Police General Memoranda Nos. 6 and 90, dated the 21st of January 1923, and the 14th of July 1923.

From W. H. LAMON, Esq., C.S., Deputy Secretary to the Government of Burma, Police Department, to all Heads of Offices: No. 51 L.P. (793) dated the 18th April 1933.

I am directed to invite your attention to the amendments made to section 80 of the Civil Procedure Code, 1908 by Act IX of 1937 of the Indian Legislature which became law prior to separation. A copy of this Act is attached with a letter for reference. In the context in I am to say that the Government is of the view that the salary of a Government servant which is attachable cannot exceed that amount which the Government servant is in a position to claim from Government. Compensation is all unattached and deduction from salary whether for income tax, contribution to provident funds or other funds for grant by Government requirement of advances or other Crown dues should be deducted before the attachable amount is determined. Of the balance Rs. 100 and one-half is to be retained or exempt from attachment in pursuance of section 50 (1) of the Civil Procedure Code as amended by Act IX of 1937 of the Indian Legislature.

2 These orders supersede those issued in Mr. South-Corby's Financial Department letter No. 11,194/L, dated the 6th December 1922 to the Commissioner, Arakan Division and Mr. Colville's letter No. 104/L/1, dated the 18th May 1923, to the Superintendent Engineer, Rangoon Circle, copies of which were forwarded to all Heads of Offices.

3 The issue of this letter settles the question raised in the correspondence dealing with Inspector-General of Police's letter No. 3090 M-147, dated the 23rd October, 1932. (To I.C. Police comp.)

## ACT No. IX of 1937

As the matter is raised the Code of Civil Procedure, 1908, for certain purposes

WHEREAS it is expedient further to amend the Code of Civil Procedure, 1908, for the purposes hereinafter appearing: It is hereby enacted as follows:—

1 This Act may be called the Code of Civil Procedure (Second Amendment) Act, 1937.





9. The Committee shall order an inventory of the property of the deceased or intestate and all accessories which may be attached to them. The inventory shall be in the Form C annexed to these Rules.

10. The Committee shall cause to be sold all portable and moveable property of the deceased, so far as they think fit to be sold for the purpose of satisfying the claims. Provided by the Committee shall retain such articles as they think it proper to keep up as likely to be of pecuniary value to the next of kin or relatives of the deceased.

11. The Committee may reject all claims unless they are presented after the expiration of the time limited therefor by the Court and shall determine all claims that have been received and shall after calling for further particulars where necessary accept or reject such claims.

12. The Committee shall out of the property of the deceased pay all assigned debts except—Provided claims that claims on behalf of the legatee and the beneficiary shall be ordered to fall out of any money paid and no more than to any creditor shall be set-off against moneys payable by him.

13. Claims of succession to the property devolved by the Committee shall be presented and decided by the Committee who shall in case of doubt, require for evidence the official Probate or Letters of Administration from a competent Court.

14. The period for such claims shall be two months from the date of publication of the death and if no such claims are received within such period the Committee may proceed to wind up the estate in the case of intestate or before the period shall be four months.

15. If any such claim is admitted as Probate or Letters of Administration are granted, the Committee shall grant over to the person entitled to the estate the amount as admitted. In any other case the Committee shall proceed to payment of the property and shall cause it to be kept in a place convenient for inspection by any creditor of the deceased and shall forward the surplus to the next of kin or next of kin or any beneficiary that may be entitled to the property or to the next of kin or any beneficiary or cannot be ascertained the Committee shall forward the surplus to the person who is, in their opinion, best qualified to receive the same or shall deposit the same in the Public Treasury or a Bank or a Revenue Deposit in a trust of the estate of the deceased and deposit the certificate of such deposit with the Clerk of the District Court.

#### FORM A.

To the effect of the Form of Public Order, Revenue Act 1891.

By the effect of the Form of Public Order, Revenue Act 1891.

To the Committee having authority under the said Act to administer the estate of the deceased above named hereby request you to pay and deliver to all debts and property due and belonging to the deceased including the same accessories hereto.

Particulars—

Particulars of the Committee.



## FORM B.

## NOTICE TO CREDITORS.

IN THE MATTER OF THE DISPOSAL OF POLICE OFFICERS' ESTATES ACT, 1922  
AND

IN THE MATTER OF \_\_\_\_\_ DECEASED.

Notice is hereby given that all claims against the estate of the deceased abovenamed must be sent, with full particulars, to \_\_\_\_\_ at \_\_\_\_\_ before the \_\_\_\_\_ of \_\_\_\_\_ and that all claims made after the said date will be liable to be rejected.

*President of the Committee appointed under the said Act.*

## FORM C.

INVENTORY OF THE MOVABLE PROPERTY IN BURMA BELONGING TO  
OF \_\_\_\_\_ DECEASED.

Cash—  
Savings Bank Deposit—  
Undrawn pay—  
Debts outstanding—  
Other movable property with recommendations as to its disposal.

*President and Members of the Committee appointed to administer the estate of the deceased abovenamed.*

## POLICE DEPARTMENT.

## NOTIFICATION.

*Rangoon, the 19th July 1933.*

No. 110.—In exercise of the powers conferred by section 1, sub-section (3), of the Disposal of Police Officers' Estates Act, 1922, the Governor in Council is pleased to apply the provisions of the said Act to the estates of natives of Burma serving in the Burma Military or Civil Police Forces.

Police Department Notification No. 22, dated the 22nd January 1935.

In exercise of the powers conferred by section 1, sub-section (3), of the Disposal of Police Officers' Estates Act, 1922 the Governor in Council is pleased to apply the provisions of the said Act to the estates of natives of Burma serving in the Burma Military Police Force.

This Department Notification No. 110, dated the 19th July 1933, is hereby superseded.

## APPENDIX A-XLV.

**SPECIMEN FORM FOR THE SUBMISSION OF ANNUAL RETURN OF OFFENCES UNDER THE OBSCENE PUBLICATION ACT.**

## Part I

### GENERAL OBSERVATIONS

(Under this heading shall be given an account of any changes in legislation affecting expenses, need, new questions arising, etc.)

## Part II.

### STATISTICAL INFORMATION.

[illegible]

## APPENDIX A-XLV.

Instructions regarding Casual and Quarantine Leave, issued under the Local Government's Finance Department letter No. 355L34 (888), dated the 27th of February, 1936, addressed to all Heads of Offices.

### CARDAL LEAF

1. Casual leave is leave of absence from duty for short periods other than regular leave or leave under Fundamental Rule 83. It does not include absence from duty on Sundays or recognized holidays so long as the officer concerned does not leave his jurisdiction. Casual leave is not recognized by the Fundamental Rules nor by the Revised Leave



## APPENDIX A-XLVI

THE BURMA LEGISLATURE EVIDENCE (OFFICIAL RULES)

## REFORMS DEPARTMENT

## NOTIFICATION

*Rangoon, the 11th February 1937.*

**Rule 7.**—The Governor-in-Council is pleased to make the following rules under the powers of sub-section (4) of section 17 of the Government of Burma Act, 1935, for regulating the examination before committees of the Legislature of Burma of persons who are or have been in the service of the Government of Burma, and for safeguarding confidential matter from disclosure.—

1. These rules may be called the **Burma Legislature Committees (Evidence of Officials) Rules**.

2. In these rules unless there is anything repugnant to the subject or context—

(a) 'Legislature' means the Legislature of Burma;

(b) 'Committee' means a committee of the Legislature of Burma;

(c) 'Official' means a person who is or has been in the service of the Crown in India or Burma.

3. The Governor may by general or special order, empower any official to attend a meeting of a committee of the Legislature for the purpose of giving evidence relating to his official duties and or producing any other document or class of official documents which may be necessary for the proper elucidation of the matter on which the official is required to give evidence, and no official shall attend a meeting of a committee of the Legislature for the purpose of giving evidence or of producing official documents unless he has been so empowered.

4. A request for leave by the chairman of a committee to any official to attend a meeting of the committee for the purpose of giving evidence relating to his official duties or producing official documents shall be referred to the Chief Secretary to Government and shall state with as much particularity as may be possible the matter or matters on which the evidence of the official is required and what, if any, documents he is required to produce.

5. The official, if generally empowered in that behalf or after being specially empowered under rule 3, shall appear before the committee, and shall take with him all documents which are relevant to the matter or matters on which his evidence is required, and which he has been authorized to produce by general or special order under rule 3. If, notwithstanding such authorisation, he considers that any document which he is asked to give, or any document which he is required to produce, should, in the public interest, not be given or produced, he shall make at the appropriate moment a statement to that effect before the committee, and if he has not already received notice on the matter,



he shall refer it, through proper official channels, to the Minister of the department to which the case belongs, who shall refer it for the orders of the Governor.

6. Nothing contained in any Act passed by the Burma Legislature which provides for the punishment on conviction before a court of persons who refuse to give evidence or produce documents before a committee shall be deemed to subject an official to punishment on the ground that he has failed to give evidence relating to his official duties, or to produce an official document before a committee or that he has failed to appear before a committee to give such evidence or produce such documents.

7. In the discharge of his functions under these rules the Governor shall exercise his individual judgment.

8. These rules shall be subject to the provisions of any rule made under section 15 of the Government of Burma Act, 1935.

By order,

R. G. McDOWALL,  
Secretary to the Government of Burma,  
Revenue Department.

#### APPENDIX A-XLVII.

##### INSPECTION OF EXPLOSIVES IN POSSESSION OF LICENSEES, REGISTERS, PLACES OF STORAGE, ETC.

FRANZ UCHT NARIN, K.S.M., A.T.M., Secretary to the Government of Burma, Judicial Department, to (1) all District Magistrates; (2) Commissioner of Police, Rangoon; and (3) all District Superintendents of Police,—No. 328E/337 (1460), dated the 14th August 1927.

**SUBJECT**—*Inspection of explosives in possession of licensees registers, places of storage, etc.*

I am directed to invite your attention to—

- (1) Rule 137 of the rules at page 57 of the Explosives Manual, regulating the inspection, search and seizure of explosives;
- (2) Miscellaneous Department Notification No. 72, dated the 15th October 1927;
- (3) Judicial Department Circulars No. 25 of 1914, dated the 17th August 1914, and No. 48 of 1927, dated the 20th September 1927.

2. Miscellaneous Department Notification No. 72, dated the 15th October 1927, prescribes the Executive Engineers in Burma to be the officers to approve buildings in which explosives are to be kept in accordance with the Condition 3 in Forms E and F in Schedule (III) to the Indian Explosives Rules, 1914, as amended up to date.

3. Judicial Department Circular No. 25 of 1914, dated the 17th August 1914, and Judicial Department Circular No. 48 of 1927, dated the 20th September 1927, direct the holders of licenses Forms A, B, C,



D, E, F, J and L, to maintain registers of explosives as required by the conditions of their licenses, and draw the attention of the Commissioner of Police, Rangoon, of District Magistrates, and all other officers entitled to make inspections under Rule 137, to the necessity for examining these registers from time to time.

4. I am to request that in view of occurrences of theft of explosives in several districts, the powers granted by Rule 137 may be exercised with more care and vigilance both by yourself personally and by the

(1) Magistrates.

(2) Specially deputed Police Officers subordinate to you.

(3) Police Officers.

[5. I am to request also that the Registers of Receipts and Issues kept by persons holding a license for the possession and sale of explosives and more especially those kept by the licensees under Articles 8 and 12 of Schedule II at page 75 of the Manual may be carefully examined by you not less than once a quarter.]

NOTE.—References referred to above will be found in Burma Explosives Manual, 1927.

#### APPENDIX A-XLVIII.

PROCEDURE TO BE FOLLOWED WHEN A GOVERNMENT SERVANT IS SUMMONED BY A COURT TO PRODUCE OFFICIAL DOCUMENTS FOR THE PURPOSE OF GIVING EVIDENCE.

Memorandum No. 207, dated Rangoon, the 30th November, 1935.

SUBJECT.—*Procedure to be followed when a Government servant is summoned by a Court to produce official documents for the purpose of giving evidence.*

The following is published for the information of all District Superintendents of Police and other officers concerned:—

Endorsement by U AUNG MYINT, Under Secretary to the Government of Burma, Judicial Department, No. 613W35 (2691), dated the 6th November 1935.

A copy of letter (with enclosure) No. F.661—35-Judicial, dated the 26th September 1935, from the Officiating Joint Secretary to the Government of India, Home Department, is forwarded to  
all Secretaries to Government,  
all Commissioners of Divisions, for information and guidance,  
all Deputy Commissioners,  
all Heads of Departments,

Letter No. F.661—35-Judicial, dated the 26th September 1935, from the Officiating Joint Secretary to the Government of India, Home Department, to all Local Governments, etc.

SUBJECT.—*Procedure to be followed when a Government servant is summoned by a Court to produce official documents for the purpose of giving evidence.*

I am directed to forward for the information of the Governor-in-Council a copy of the instructions issued by the Government of India for the guidance of their Departments, etc., on the subject noted above.



I am to request that with the permission of His Excellency in Council steps may be taken to ensure the observance of the instructions contained in paragraph 3.

*Procedure to be followed when a Government servant is summoned by a Court to produce official documents for the purpose of giving evidence.*

The law relating to the production of unpublished official records as evidence in courts is contained in sections 123, 124 and 162 of the Indian Evidence Act, 1872 (Act I of 1872), which are reproduced below.

"123. No one shall be permitted to give any evidence derived from unpublished official records relating to any affairs of State, except with the permission of the officer at the head of the department concerned, who shall give or withhold such permission as he thinks fit.

124. No public officer shall be compelled to disclose communications made to him in official confidence, when he considers that the public interests would suffer by the disclosure.

162. A witness summoned to produce a document shall, if it is in his possession or power, bring it to Court, notwithstanding any objection which there may be to its production or to its admissibility. The validity of any such objection shall be decided on by the Court.

The Court, if it sees fit, may inspect the document, unless it refers to matters of State, or take other evidence to enable it to determine on its admissibility.

If for such a purpose it is necessary to cause any document to be translated, the Court may, if it thinks fit, direct the translator to keep the contents secret, unless the document is to be given in evidence; and if the interpreter disobeys such direction, he shall be held to have committed an offence under section 166 of the Indian Penal Code."

2. For the purposes of section 123 above, the expression "officer at the head of the department" may be held to mean the head of the office in whose custody the document required by the court is, and *vis-à-vis* the court which demands its production, that officer should be treated as the authority to withhold or give the necessary permission.

3. In respect of documents emanating (1) from a higher authority, viz., His Majesty's Government, the Secretary of State for India, the Government of India, or the Local Government, or which have formed the subject of correspondence with such higher authority, or (2) from other Governments, whether foreign or Dominion, the head of the department should obtain the consent of the Government of India through the usual official channels before agreeing to produce the documents in court, or allowing evidence based on them, unless the papers are intended for publication, or are of a purely formal or routine nature when a reference to higher authority may be dispensed with.

4. In the case of papers other than those specified in paragraph 3 above, the head of the department should not allow production of the correspondence if it relates to matters which are generally regarded as confidential, or disclosure of which would in his opinion be detrimental to public interests, or to matters which are in dispute in some other connection, or have given rise to a controversy between Government and some other party.

5. In a case of doubt the head of the Department should invariably refer to higher authority for orders.

6. These instructions apply as well to cases in which Government is a party to the suit. In such cases much will depend on the legal advice as to the value of the documents, but before they are produced in court, the considerations stated above must be borne in mind, and reference to higher authority made, when necessary.

7. The Government servant who is to attend a court as a witness with official documents should, where permission under section 123 has been withheld, be given an order duly signed by the head of the department in the accompanying form. He should produce it when he is called upon to give his evidence, and should explain that he is not at liberty to produce the documents before the court, or to give any evidence derived from them. He should, however, take with him the papers which he has been summoned to produce.

8. The head of the department should abstain from entering into correspondence with the presiding officer of the court concerned in regard to the grounds on which the documents have been called for. He should obey the Court's orders and should appear personally, or arrange for the appearance of another officer in the court concerned with the documents, and act as indicated in paragraph 7 above, and produce the necessary certificate if he claims privilege.

## ORDER

Summons from the Court of the  
for the production of  
of the office files relating to the

(a) I direct \_\_\_\_\_ to appear with the files mentioned in the summons and to claim privilege for them under section 123 of the Evidence Act.

(b) I withhold permission to give any evidence derived from the files for which privilege is claimed under this order.

It should be represented to the Court that these files contain unpublished official records relating to affairs of State for the purpose of section 123 and that in view of the provisions of section 167 of the Evidence Act, the files are not open to the inspection of the Court.

Head of Department.

Dated \_\_\_\_\_ the \_\_\_\_\_

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NOTE.—Section 123, Evidence Act has been held to apply to the deliberations of Parliament, proceedings of the Privy Council, communication between public officials in the discharge of public duty and the like, and not even Government remarks with regard to the conduct of public affairs have been considered to be strictly privileged so that the statements made by witnesses before the Parliamentary Committee of the House cannot possibly be considered to be unpublished records relating to any affairs of State.